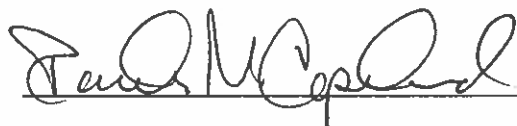


FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Freedom of Information Act (FOIA) requests must be submitted to the Town Manager's Office in writing to: 6 Pleasant Street, Milo, ME 04463 or via email to either townmanager@townofmilo.org or betty@townofmilo.org. The government having custody of a record shall acknowledge receipt of the request within five days. Should the department refuse to allow inspection or copying of a record, the department shall provide written notice of the denial within five working days of the receipt of the request. Records being released in response to a request must be produced within a reasonable amount of time after receipt of the request.

FOIA dictates that's the department may charge a fee to cover the actual cost of searching for, retrieving and compiling the requested public record of not more than \$20/hour after the first hour of staff time per request, plus reasonable copy fees (.25/page or .50/color page) and shipping costs (if necessary). An estimate of the time necessary to complete the request and the associated costs shall be provided to the requestor within a reasonable time. If the total cost is estimated to be over \$30, the agency shall inform the requestor before proceeding. Estimated costs over \$100 require payment in advance by the requestor.

FOIA requests should include a detail of the type(s) of records being requested, the time span(s) to be included, the preferred format and the name and FOIA Form. Any questions should be directed to the Town Manager's Office (207) 943-2202.



Paula Copeland, Chair

12-11-2024

Date:

Tammie Anders



Tony Heal



Leland McMannus



Brian Surette