

**TOWN OF WARREN  
POLICY ON FREEDOM OF ACCESS (“RIGHT TO KNOW”) LAW REQUESTS  
1 M.R.S.A. §401 ET SEQ.**

**PURPOSE:** It is the purpose of this policy to ensure that all citizens have access to public records in the possession of the Town, and that the time and methods of providing public records to members of the public both complies with their rights under the law and allows for the smooth functioning of government departments.

**DEFINITION:** Definition of the term “public records” can be found in 1 M.R.S.A. §402 (3). The Town is required by law to provide access to public information within in five (5) business days of a request, and is prohibited by law from releasing information classified as confidential.

**RULES FOR ACCESS TO PUBLIC RECORDS:**

1. Persons requesting to see or copy public records must fill out the attached form and present it to the Town Clerk during regular business hours. Within five (5) business days the Town must provide either the requested information or a written explanation why the information is not available to the public.

- a. **Protection of Records:** To protect records, the Town may require that an employee or official of the Town be present during inspection and/or copying of documents.
- b. **Scheduling:** When the presence of an employee or official is required to ensure the protection of any record, the inspection or copying shall be scheduled as promptly as possible during regular business hours provided that the scheduling shall minimize disruption of the function of the department.
- c. **Copying:** Any record that is copied by the Town shall be copied during regular business hours on a schedule that does not disrupt the functioning of the department. If Town copiers are used, the charge to the person shall be \$0.25 per page copied. If any record is copied on a photocopier other than one belonging to the Town, the Town reserves the right to have an employee or official present at the time the record is copied to protect the record. In such cases, the Town shall charge the person copying the record any costs incurred by the Town in providing an employee or official to be present to protect the record.

3. Any denial by the Town of a request to see a public record shall be made in writing within five (5) days of the request. Such denial may be appealed to Superior Court within five (5) working days of receipt of the denial.

4. Unauthorized removal of a government document, failure to return a government document and damaging a government document are all Class D crimes.

**TOWN OF WARREN**

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

I request to review the following records in the Town of Warren:

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Date: \_\_\_\_\_

Signed \_\_\_\_\_

Contact Information:

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel.#: \_\_\_\_\_

Email \_\_\_\_\_

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\_\_\_\_\_ **Request Approved**

\_\_\_\_\_ **Request Denied**

**Reason for Denial:**

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**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_