

Town of Sweden Freedom of Access Act Requests:

The Town of Sweden asks individuals to submit requests in writing in order to maintain a record of when the request was received and what records were specifically requested.

Request:

Date of request: _____

Name of Individual making the request: _____

Contact Phone number: _____

Contact physical address if records are to be mailed: _____

Clear definition of record(s) requested: _____

Signature of Individual making request: _____

For office use:

Date request received: _____

Signature of Individual who received the request: _____

Time and Expense Estimate if appropriate: _____

Signature of Individual who completed the request and date request completed: _____

What should I say in my request?

In order for the body, agency or official to promptly respond to your request, you should be as specific as possible when describing the records you are seeking. If a particular document is required, it should be identified precisely - preferably by author, date and title. If you cannot identify a specific record, you should clearly explain the type of records you are seeking, from what timeframe and what subject the records should contain.

The FOAA authorizes agencies or officials to charge \$15 per hour after the first hour of staff time per request. The agency or official must prepare an estimate of the time and cost required to complete a request and if the estimate is greater than \$30, the agency or official must notify the requester before proceeding. The agency may request payment of the costs in advance if the estimated cost exceeds \$100 or if the requester has previously failed to pay a fee properly assessed under the FOAA.

Return to:
FOAA Officer
Town Of Sweden
147 Bridgton Road
Sweden, Maine 04040

July 2013

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