

Town of North Yarmouth
Request for Information Form

Date received:	_____
Time:	_____
Staff Member:	_____

This form has been created to track requests for information which require staff research. It is not intended to dissuade any individuals from making a request. In accordance with 1 MRSA § 408 the Town shall either provide the information requested or a written response outlining why the information is not available within 5 working days from the receipt of this request. Requests received when the Town Offices are closed will be considered received at 8 am on the next business day. Information which is available in the Clerk's office is available for viewing during regular business hours. Copies requested will be made in accordance with the posted rate schedule. Research performed by Town employees will be charged at \$25/hr after the first two hours which shall be free. The staff member in possession of the documents is allowed to schedule a time for review so as not to disrupt their regularly scheduled workload. This form is not required for routine requests for information offered during the regular course of business, i.e., property tax cards, tax maps, town maps & vital records.

Name: _____
Preferred method of contact: _____
Information requested: _____

Staff member: _____
Disposition: _____
Charge for materials: _____ Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other _____
If no charge please explain: _____
If materials were not provided, attach a copy of the written response to this form.