

**Town of South Berwick
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 days from the receipt of this request. Requests received when the Town Offices are closed will be considered received at 9 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 \$10/hr after the first hour which shall be free. The Town will make every effort to produce the documents immediately however, 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: Cash Check Other _____

If no charge please explain: _____

If materials were not provided, attach a copy of the written response to this form.