

Providing Public Access to Departmental Information and Proceedings

- 4.1.1 The Maine Department of Economic and Community Development conforms to the letter and spirit of the Freedom of Access Act (FOAA). All files, except enforcement, personnel, and others required by law to be kept confidential, are available for inspection during business hours. Staff must follow the Department’s Freedom of Access Act Guidelines in determining the appropriate response to requests for confidential information or consult the Department’s FOAA Coordinator or Director of Enforcement for guidance.**
- 4.1.2 Media representatives and members of the public have rights to observe the conduct of state business. The FOAA governs those rights, both regarding “public records” and “public proceedings.”**
- 4.1.3 State business conducted electronically should, to the maximum extent practical, be conducted through the state email’s system, to facilitate the storage and retention of public records. Given the ubiquity of alternative forms of electronic communications and the inability to prevent unsolicited communications made via other electronic means, communications by other electronic means are permitted, provided the sender/recipient familiarizes themselves with archiving and Freedom of Access Act requirements and complies with these requirements.**

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