

Freedom of Access Act (FOAA) requests

- Request need not be in writing
- Scan & circulate request to involved dept heads
- Prep & send 5 day form letter
 - Check first if requested dox will be ready w/in 5 days
 - must acknowledge receipt of request within 5 working days
 - may request clarification (1 MRSA 408-A)
- Estimate of time to comply and of cost
 - good faith estimate, nonbinding
 - due within a reasonable period
- Refusal/Denial
 - due within 5 working days
 - failure to comply is a failure to allow and is subject to appeal under 1 MRSA 409
- Payment of costs can include:
 - reasonable fee to cover cost of copying
 - fee to cover actual cost of searching for, retrieving and compiling not more than \$15 per hour after the first hour
 - actual cost to convert into a usable format or into a form susceptible of visual or aural comprehension
 - actual mailing costs
- Estimate:
 - If over \$30 shall inform requester before proceeding
 - If over \$100 can require payment in advance if over \$100 or requester has previously failed to pay a properly assessed fee
- Transmittal
 - sharefile possible
 - electronic (CD/flash)?
 - Cover letter?
- FOAA/five day ltr (response w/in 5 days of receipt of FOAA request)