



Paul R. LePage  
Governor

STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Anne L. Head  
Commissioner

January 27, 2017

Sigmund D. Schutz, Esq.  
Preti Flaherty  
PO Box 9546  
Portland, ME 04112-9546

**Re: Request for Agency Policy or Procedure Applicable to Freedom of Access Act  
Requests--Department of Professional and Financial Regulation**

Dear Mr. Schutz:

In my capacity as Commissioner, I serve as public access officer pursuant to the Maine Freedom of Access Act for the Department of Professional and Financial Regulation. This letter serves to acknowledge receipt of your request dated January 25, 2017. Your request is governed by the Maine Freedom of Access Act ("FOAA"), 1 MRS §§400-414.

Because this Department houses five internal and six affiliated state agencies, each agency has designated its own public access officer. I am responsible for responding to FOAA requests that involve records of the Commissioner's Office. The Commissioner's Office does not currently maintain separate policies and procedures for complying with and responding to records requests. Protocols are defined and governed by the Public Records and Proceedings provisions of Title 1 of Maine Revised Statutes.

All FOAA requests received by the Commissioner's Office are acknowledged in a timely fashion, and a diligent and organized search is conducted for responsive documents within the scope of the request. The documents are reviewed carefully for any information that has been designated confidential pursuant to 1 MRS § 402(3)(A) and confidential information is redacted. If any responsive document or information is withheld from production, the requestor is so notified with applicable statutory citations. Finally, the requestor is provided with a Notice of Response and all responsive documents.

My office maintains an electronic log for the purpose of tracking requests and responses. I've included a sample of the log.

OFFICES LOCATED AT: 76 NORTHERN AVENUE, GARDINER, MAINE

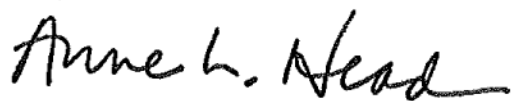
PHONE: (207)624-8511 (VOICE)

TTY users: call Maine Relay 711

FAX: (207)624-8595

Please don't hesitate to contact me if you have questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Anne L. Head". The signature is written in a cursive style with a long horizontal flourish at the end.

Anne L. Head

Attachment (1)

cc: Doug Dunbar, Legislative Liaison  
Brenda Kielty, Esq.