



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

Paul R. LePage  
Governor

Anne L. Head  
Commissioner

January 26, 2017

*Via Electronic Mail Only: [jcharron@preti.com](mailto:jcharron@preti.com)*

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

Re: Request for Agency Policy or Procedure Applicable to Freedom of Access Act Requests  
- Office of Professional and Occupational Regulation

Dear Mr. Schutz:

I serve as public access officer pursuant to the Maine Freedom of Access Act for the Office of Professional and Occupational Regulation. This letter serves to acknowledge receipt of your request dated January 25, 2017. Your request is governed by Maine's Freedom of Access Act ("FOAA"), 1 M.R.S. §§ 400 – 414.

The Office of Professional and Occupational Regulation does not currently maintain separate policies and procedures for complying with and responding to records requests; as such provisions are defined and governed by the Public Records and Proceedings provisions of Title One of the Maine Revised Statutes. I am attaching a 2014 Report to the Joint Standing Committee on Judiciary with a Summary of State Agency FOAA Administration for your review. Please note, information regarding the Office of Professional and Financial Regulation may be found on Page 5, under the header "Department of Professional & Financial Regulation."

All requests received by the Office of Professional and Occupational Regulation, and governed by FOAA are timely acknowledged; we then conduct a diligent search for responsive documents within the scope of the request; review applicable documents for information/records that pursuant to 1 M.R.S. § 402(3)(A) have been designated confidential; redaction of any record determined to be an exception of the same. If any responsive document or information is withheld from production, the requestor is so notified with applicable statute situs. Otherwise, the requestor is provided with a Notice of Response and all responsive documents.

The Office of Professional and Occupational Regulation does maintain an annual excel spreadsheet for the purposes of tracking requests and responses to the same. Attached please

OFFICES LOCATED AT: 76 NORTHERN AVENUE, GARDINER, MAINE

find a sample of the spreadsheet used.

Please feel free to contact me with any questions.

Sincerely,

*Mary A. Lord*

Mary A. Lord  
Paralegal

Enclosures

cc: Anne Head, Esq., Commissioner  
Douglas Dunbar, Legislative Liaison

Program	Date of Request	Date Received	Date Acknowledged	Date of Response	Working Days to Respond	Records Requested	Requestor	Requestor Organization	Fee Amount	payment rec'd	Agency Hours	Comment
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