



## **TOWN OF WATERBORO**

### **STAFF RESEARCH/INVESTIGATION SERVICE POLICY**

Adopted by the Board of Selectmen: September 18, 1990  
Amended: June 14, 2003  
Amended: June 30, 2009

**TOWN OF WATERBORO, MAINE  
STAFF RESEARCH/INVESTIGATION SERVICE POLICY**

**Section I. GENERAL PROVISIONS:**

- 1.1 Preamble: The Town of Waterboro's Board of Selectmen on this 18<sup>th</sup> Day of September 1990, hereby adopts this **STAFF RESEARCH/INVESTIGATION SERVICE POLICY**. This policy shall be the governing document for all requests for information under the State of Maine Right to Know Law.
- 1.2 Purpose: The purpose of the Board of Selectmen in prescribing these rules is to set forth a uniform and equitable system for members of the public to request information which may or may not require research or investigation of town records by town staff.
- 1.3 Scope: Except as otherwise noted, these rules and procedures shall apply to all members of the public who request information under the State of Maine Right to Know Law.
- 1.4 Administration: The Board of Selectmen shall be the administrators of these rules and policies, working through each department chairperson.
- 1.5 Revision: The Board recognizes that it may be necessary to make adjustments in these rules from time to time in order that they accommodate the changes in year to year business conditions. It is therefore encouraged that each department chairperson and/or employee make note of any problems and bring them to the attention of the Selectmen. The Board shall make amendments as they deem necessary. The Board of Selectmen will be the grievance board and all grievances or recommendations shall be presented to the Board for consideration on a yearly basis.

**Section II. PROCEDURE FOR REQUESTING INFORMATION:**

- 2.1 In accordance with the requirements of 1 M.R.S.A. § 408, any member of the public shall have the right to inspect and copy any public record during the regular business hours of the custodian or location of such record within a reasonable period of time after making a request to copy or inspect a public record; provided that the cost of copying any public record shall be paid by the person requesting the copy.

The custodian of the record may request clarification as to which public record or records are sought in the request. The custodian will acknowledge receipt of the request in writing within a reasonable period of time after the request has been made.

- 2.2 If such inspection cannot be accomplished without the translation of mechanical or electronic data compilations into some other form, the person desiring the inspection shall be required to pay the Town of Waterboro, in accordance with the fee schedule set forth in Section III of this policy, and inspection shall be scheduled with the custodian of said records within a reasonable period of time after the request for information is made.
- 2.3 If the request for information requires research and/or investigation of town records by town staff, then:
  - A. The person requesting the information shall make such a request in writing to the appropriate department chairperson;
  - B. the department chairperson shall provide the person requesting the information with an estimate of the time required to complete the request and the total cost, in accordance with Section III; and
  - C. Upon receipt of a written request for information and deposit, that request shall be honored by said department chairperson in writing within fourteen (14) working days.
- 2.4 Inspection, translation and copying may be scheduled to occur at such time as will not delay or inconvenience the regular activities of the department having custody of the public record sought.

**Section III. FEE SCHEDULE:**

If any request for information involves staff time to research, investigate, translate mechanical and/or electronic data compilations into some other form, or copy information with is an inconvenience to the daily activities of said staff, the following fee schedule shall apply:

Copying-Town Records	\$ .50 per copy
Deeds (1 side)	1.25 per copy

#### Hourly Rate:

An hourly rate shall be billed to any member of the public requesting information in order to cover the cost of staff time for searching for, retrieving and compiling the requested public record. The hourly rate shall be \$10.00 for each hour or portion of an hour after the first hour. There shall be no charge for the first hour. Compiling the public record shall include reviewing and redacting confidential information.

Translation costs: If translation of a document is necessary, the person requesting the copy shall reimburse the Town for the actual cost of such translation.

#### **Section IV. COST ESTIMATE AND BILLING:**

The department to whom the request is made shall provide to the requester an estimate of the time necessary to complete the request and of the total cost. If the estimate of the total cost is greater than \$20.00, the department shall inform the requester before proceeding with the response. If the estimate of the total cost is greater than \$100.00, the department shall require a requester to pay all or a portion of the estimated costs to complete the request prior to the translation, search, retrieval, compiling and copying of the public record if:

- A. The estimated total cost exceeds \$100.00; or
- B. The requester has previously failed to pay a properly assessed fee under this section in a timely manner.