

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 18th day of September 1990, hereby adopt 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 employees 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 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; provided that such inspection will not delay or inconvenience the regular activities of the official having custody of the record sought and provided further that the cost of copying any public record to comply with this section shall be paid by the person requesting the copy.
- 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 at a time that will not delay or inconvenience the regular activities of the said official.

- 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. A check in the amount of \$50.00 payable to the Town of Waterboro shall accompany the written request pursuant to Section IV of this policy; 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 If the request for information is for a “final written decision” relating to an employee disciplinary action then:
- A. The request shall be made in writing to the appropriate chairperson;
 - B. Upon receipt of the request, that request shall be honored by said chairperson within Five (5) working days; and
 - C. A copy of the written request shall be immediately delivered to the affected employee indicating that the municipality intends to honor the disclosure request at the end of the fifth working day.

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 which is an inconvenience to the daily activities of said staff, the following fee schedule shall take effect:

Copying – Town Records	\$.25 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. Hourly rate shall be billed to the nearest ¼ hour.

The hourly is figured by adding 33% to the base hourly wage of the employee performing the required research. Salaried employee’s hourly rate shall be determined by the following formula:

$$(\text{Salary} / 52) / 40 * 1.33 = \text{Hourly Rate}$$

SECTION IV BILLING:

The person requesting the information will be required to make a cash deposit of \$50.00 with said written requests. Checks are acceptable and shall be made payable to the Town of Waterboro.

If the actual bill is lower than the deposited \$50.00 the Town of Waterboro shall reimburse said person the correct amount.

If the actual bill is greater than the deposited \$50.00, the Town of Waterboro will expect complete payment before any information is released.

Signed by the Waterboro Board of Selectmen on September 18, 1990

Robert C. Fay, Chairman
Dennis G. Abbott
John C. Montieth

Reaffirmed: July ____, 2003 Board of Selectmen's Meeting

Willis A. Lord

R. Eric Herrle

Douglas C. Foglio, Sr.