



# *City of Biddeford, Maine*

205 Main Street  
Biddeford, Maine 04005

## **Request for Public Information**

Well-informed citizenry is a goal of all public entities. Being well-informed includes that every person has access to public records within the possession of the City of Biddeford and that the information provided is accurate. To achieve this goal, the completion of this form will ensure that a person requesting public records shall receive them in compliance with their rights under the law (1 MRSA § 401, et.seq.). It will also allow for smooth coordination of governmental departments when fulfilling the public records request.

Definitions of 'public record' can be found in 1 MRSA § 402(3). The City is prohibited by law from releasing information classified as confidential under state or federal law.

Any person requesting information is requested to provide the following information:

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of record(s) being requested:

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The City posts all public Freedom of Access Act (FOAA) requests and their responses on the City website so that all members of the public will benefit from any requests. This practice also saves costs for both the person requesting the information as well as the City. You will be contacted to let you know when the information has been posted. If your request has been denied, you will be notified in writing of the denial and reason for the denial. Denials may be appealed to the Maine Superior Court.

Requests for copies of documents will be subject to a fee of \$0.10 per page. If your request is expected to exceed two hours of staff time in preparing a response, a fee of \$15 per hour will be billed after the first two hours of staff time per request. This fee is collected to cover the actual cost of searching for, retrieving and compiling the requested public record(s). Compiling the public record includes reviewing and redacting confidential information. A deposit for the estimated time in excess of two hours will be required. Any unused funds will be refunded. If the time frame exceeds the estimate, the information will not be released until the balance of the payment is received by the City. If you have any questions, please contact the City Manager's office (207-284-9313).