



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Policy Number: 114
Policy Name: Freedom of Access Fees Policy
Version: 1.0
Related Documents:

Approved: June 25, 2017
Original/Prior: None

Freedom of Access Fees Policy

Maine's Freedom of Access Act (FOAA) or "Right to Know" law authorizes custodians of public records to charge certain fees for responding to records requests (see 1 M.R.S.A. § 408-A).

The fees for responding to BIVC records requests are:

Staff time: Fifteen dollars per hour (\$15.00/hr.) after the first hour.

Copying: One dollar (\$1.00) for the first page, 50 cents (\$.50) for each additional page.

Postage: The actual cost of mailing the requested documents.

Converting: The actual cost of converting a record into a comprehensible or usable form.

The custodian may not charge a person for merely inspecting a record unless the record cannot be inspected without being compiled or converted (see above).

If the estimated total cost of responding to a records request exceeds \$30, the custodian must inform the requester before proceeding. If the estimated total cost exceeds \$100, or if the requester has previously failed to pay costs, the requester must pay in advance. The custodian may, but is not required to, waive part or all of these costs if the requester is indigent or release of the requested record is in the public interest.