

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

- 1.0 The Board of Education will comply with Maine statutes pertaining to the public's right to access to certain proceedings, and records of the Board and School Department.

- 2.0 The law does not require the school department to use staff time and resources to compile data or respond to lengthy requests for information. Requests for information must be directed to the Superintendent's office.
 - 2.1. A response to the request will be provided within five working days.
 - 2.2. If the request is denied, the reason therefore will be provided.
 - 2.3. All requests for copies of public information, other than minutes of public meetings, will be assessed a fee or charge as prescribed in the following fee structure.

SERVICE CATEGORY/DESCRIPTION	FEE/CHARGE	PER UNIT
Copying Services		
Standard (8 ½ in. x 11 in.)	\$0.05	Page
Legal (8 ½ in. x 14 in.)	\$0.06	Page
Larger-Than-Legal (11 in. x 17 in. or larger)	\$0.10	Page
Professional/Administrative Labor		
Clerical / Secretarial	\$10.00	Hour
Administrative Analysis		
Superintendent	\$30.00	Hour
Assistant Superintendent	\$25.00	Hour
Director of Business Operations / Business Manager	\$25.00	Hour
All other Administrative Personnel	\$20.00	Hour

- 3.0 Individual Town Council and Board of Education members making reasonable requests for information will be provided the information without fee or charge.

Legal Reference: 1 MRSA §401 et seq.

Adopted: November 4, 1994

Revised: May 17, 2001
November 7, 2002