

# Town of Lyman

11 So. Waterboro Rd. Lyman, Me. 04002  
207-499-7562

## Request for Information

\*All requests for information should be in writing, either on this form or other suitable legible written format.

To view the Freedom of Access Law, go to: [www.maine.gov.foaa](http://www.maine.gov.foaa)

All requests should be sent to the attention of FOAA Officer.

Date: \_\_\_\_\_

Request made by: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City/State \_\_\_\_\_

Please detail the public record you are seeking:

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How can the Town Office contact you with our response?

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Signature: \_\_\_\_\_

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Received by (Name of Employee): \_\_\_\_\_ Time: \_\_\_\_\_

Date received: \_\_\_\_\_ Date of Reply \_\_\_\_\_

Items given: \_\_\_\_\_

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Signature of recipient receiving information: \_\_\_\_\_

Date: \_\_\_\_\_

Costs of photocopying: \$.25 per page

Research Fees: The first hour is free / \$15.00 per additional hour(s).

We will notify you in writing if the cost will exceed \$30.00. Fees in excess of \$100.00 will require payment in advance.

Payment received: \_\_\_\_\_

\*We request you put your request in writing for clarification purposes only. It is not required by law to do so, nor are you required to give your name and address. You may have a copy of this request at no cost.