

TOWN OF LYMAN

11 South Waterboro Rd Lyman, ME 04002
Tel: (207)-499-7562 Fax: (207)-499-7563

Request for information

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

To view Freedom of Access Law, go to: 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:

How can the Town office contact you with our response?

Signature: _____

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**Received by (name of employee):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Date of Reply:** \_\_\_\_\_

**Items Given:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Costs of photocopying: \$0.10 per page*

*Research Fees: The first 2 hours are free / \$25.00 per additional hour(s)*

*We will notify you in writing if the cost exceeds \$30.00. Fees in excess of \$100.00 will require payment in advanced*

**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.*