You want to request a public record

Be specific & include:
- Time frame needed
- Subject of record

Written

Verbal

You requested the public record(s):

Fees

If you’re able to pay

If you’re unable to pay

No initial fee to request, but may be charged to pay a reasonable fee, which includes $10 for first hour

May be waived but only if:
- Indigent
- For public interest
- Not for commercial use

After you’ve made your request:

- Will receive acknowledgement in a reasonable time
- May be asked to clarify request
- Although not required to do, may be asked to provide reason for request. Cannot be denied request solely for this reason

Public agency has your request

Accepted:

May be redacted if has confidential information not for public use
- Agency NOT required preparing reports, summaries, or contemplation of public records

Denied

May not be a public record:
- Exempt under statute
- Under legal privilege
- Medical or juvenile records

Maine Right-to-Know Advisory Committee
Go to www.maine.gov/foaa for more information on requesting public records