



Maine Right-to-Know Information Request

In accordance with State and Federal laws, information collected under the Emergency Planning and Community Right-to-Know (RTK) Act is considered public and is generally accessible. However, there are two key exceptions:

- **Federal law** prohibits the release of trade secrets.
- **State law** designates transportation-related information as confidential, which may only be shared with entities that require it for planning purposes.

The Maine Emergency Management Agency (MEMA), as the official custodian of these records, will process and respond to RTK requests within 30 days, provided the requested information is available and can be released within that timeframe.

To submit an RTK request, please complete the attached form and email it to **maine.serc@maine.gov**. Responses will be sent via email unless another format is requested. Alternate formats may incur a small fee to cover postage.

Please complete the following information so we can process your request as efficiently as possible.

Name:

State:

Company:

Zip Code:

Street Address:

Phone Number:

City:

Email Address:

Mailing Address (if different):

Information being requested:

If additional information is needed to fulfill the request, a MEMA staff member will contact you.