



Town of Whitefield  
36 Townhouse Road Whitefield, ME 04353  
Phone 207-549-5175 Fax 207-549-3231

**FREEDOM OF ACCESS ACT REQUEST FORM**

We ask that requests be submitted in writing solely to ensure accuracy of the information to be provided. It is not required by law to do so, nor are you required to provide your name or address.

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Form of Request:  In Person  Email  Phone

Information Requested:

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

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

Received By: \_\_\_\_\_

Status of Request:  Request Denied  Information Does Not Exist  
 Information Exists in Part  Information Shall Be Provided

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

Photocopying Cost: \$0.25 per page – Letter Number of Pages: \_\_\_\_\_ Cost: \_\_\_\_\_

\$1.00 per page – Legal and Ledger Number of Pages: \_\_\_\_\_ Cost: \_\_\_\_\_

Staff Research Fee: First hour at no charge, \$15.00 per hour for additional hours.

Staff Hours Used: \_\_\_\_\_ Cost of Staff Hours: \_\_\_\_\_ Total Cost: \_\_\_\_\_

