

TOWN OF HARRISON  
OFFICE OF THE TOWN MANAGER  
PO BOX 300  
HARRISON, ME 04040  
207-583-2241  
[WWW.HARRISONMAINE.ORG](http://WWW.HARRISONMAINE.ORG)

**Request for Access to Public Records**

I request access to the following public records for the Town of Harrison:

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Fees: See Fee Schedule:

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

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

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Staff Use:**

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

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

Date material provided: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Request Approved: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_ By: \_\_\_\_\_

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

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<https://www.maine.gov/foaa/faq/index.shtml> The FOAA does not require that requests for public records be in writing. However, most governmental bodies and agencies ask individuals to submit requests in writing in order to maintain a record of when the request was received and what records were specifically requested. **An agency or official must acknowledge receipt of a request within 5 working days of receipt of the request.** An agency or official must provide a good faith, nonbinding estimate of how long it will take to comply with the request within a reasonable time of receiving the request. The agency or official shall make a good faith effort to fully respond within the estimated time