



TOWN OF WESTMINSTER

Louis Bordeaux, Town Manager
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PUBLIC RECORDS REQUEST

Date of Request: _____

Name: _____

Mailing Address: _____

City/Town/State/Zip: _____

Telephone #: _____ E-mail: _____

This Public Records request, including any associated correspondence, will be considered a public record in its entirety. As such, it will be made available to any member of the public upon request. Do not include any sensitive information, such as medical information, financial account numbers or Social Security numbers. Submission of this form does not constitute receipt of it by the Town of Westminister. Your Public Records request will be considered as received on the next business day following its submission.

Signature: _____

I, the above signed, am requesting copies of the following documents on file at your office (use the rear of this page if additional room is needed):

Note: Charges may apply for staff research, compilation and copies of documents. No new records will be created by any person(s), department, board, committee or commission under the jurisdiction of the Town of Westminister.

The Town of Westminister will provide copies of documents pursuant to Vermont Statute 1 V.S.A. § 316

PUBLIC RECORDS REQUEST FEES

- a) Letter or legal size copies: \$0.25 per page.
- b) Ledger size copies: \$0.35 per page.
- c) Computer generated Black/White: \$0.25 per page.
- d) Computer generated color: \$1.00 per page.
- e) Requests that take longer than 30 minutes to fulfill will be billed at the following rates:
 - 1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
 - 2. For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
 - 3. For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.

Those fees, where applicable, must be paid in advance.
Payment must be paid in cash or by check only.
Checks shall be made payable to the Town of Westminster.
Records that require an outside source for reproduction (maps, drawings, plans, etc.) shall be paid on a direct basis by the requestor.

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OFFICE USE ONLY

Date of request: _____ Received by: _____

Total letter/legal size copies _____ @ \$0.25 per page: \$_____

Total ledger size copies _____ @ \$0.35 per page: \$_____

Total computer-generated B&W copies _____ @ \$0.25 per page: \$_____

Total computer-generated color copies _____ @ \$1.00 per page: \$_____

Total minutes _____ @ \$0.33 per minute: \$_____

Total minutes _____ @ \$0.57 per minute: \$_____

Total minutes _____ @ \$0.45 per minute: \$_____

TOTAL \$_____

*Fee schedule adopted by the Board of Selectmen, July 10, 2007.
Public Records Request adopted by the Selectboard, March 13, 2024.*