



ESSEX BOARD of selectmen

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TOWN OF ESSEX TOWN-WIDE POLICY RELATED TO THE HANDLING AND REPRODUCTION OF RECORDS FOR THE PUBLIC

December 16, 2002

It is hereby declared by the Essex Board of Selectmen that the following policy shall be adopted on a Town-wide basis with respect to the handling and reproduction of records requested by the public:

1. Photocopies of printed public documents of two pages or less (in their entirety) shall be provided to the public free of charge.
2. Original computer printouts of public documents of two pages or less (in their entirety) shall be provided to the public free of charge.
3. Photocopies of the first two pages of printed public documents greater than two pages in length shall be provided to the public free of charge.
4. The first two pages of original computer printouts greater than two pages in length shall be provided to the public free of charge.
5. Photocopies of the third and succeeding pages of printed public documents shall be provided to the public at the rate of 20 (twenty) cents per page.
6. The third and succeeding pages of original computer printouts shall be provided to the public at the rate of 50 (fifty) cents per page.
7. Records "not susceptible to ordinary means of reproduction" such as computer records or over-sized documents shall be provided to the public at the actual cost incurred by the Town for reproduction.
8. The first hour of time necessary for Town staff to search for and/or remove exempted data from and/or reproduce and/or refile public records requested by the public shall be provided to the public free of charge.
9. Time beyond one hour necessary for Town staff to carry out tasks noted in item 4 above shall be provided to the public at the prorated hourly wage of the lowest paid employee capable of performing the task(s).
10. Any request for public documents that is expected to generate in excess of 10 (ten) dollars in task/reproduction fees shall be summarized in a good faith estimate by Town staff and said fees shall be pre-paid by the record requestor before the request is fulfilled.


David L. Folsom


Rolf P. Madsen


Joseph P. Davis III

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