

FREEDOM OF ACCESS ACT INFORMATION SHEET

HOW TO MAKE A FOAA REQUEST

There are several ways to obtain information from the Town of Lisbon. Many individuals prefer to stop by the Assessing, Tax, or other departments to request a copy of a document or documents in person. Should these requests take some time to locate and involve research before photocopying, individuals are encouraged to fill out a FOAA Application using one of the following methods:

1. Stop by the Town Clerk's Office to request the FOAA application
2. Visit the Lisbon Website to print a FOAA application

FOAA applications are filed at the Town Clerk's Office for processing. They are forwarded to the appropriate department(s) requesting the documents be delivered to the Town Clerk's Office. Estimates are prepared and requestors are notified when costs exceed \$30. The requestor is notified when the document or documents have been received. Requestors can drop by the Town Clerk's office to look at the material(s), pick up the material(s), or request it be mailed.

The Freedom of Access Officer is available during regular office hours, Monday through Thursday from 7:30 AM to 6:00 PM. Our policy is to process these requests as time permits.