



**Town of York**

**REQUEST FOR PUBLIC RECORD**

Any person may receive a copy of any identifiable public record not otherwise protected from public disclosure. Upon request, and subject to the appropriate fee, an exact copy shall be provided, unless impracticable to do so. Please complete this form and return it to: York Town Hall - Town Manager's Office at 186 York Street, York, Maine or via email: [djanetos@yorkmaine.org](mailto:djanetos@yorkmaine.org)

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

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

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

I hereby request that the following Town of York record(s) be provided to me:

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

I understand that documents will be provided to me in a timely manner, taking into consideration staff availability and the time necessary to retrieve records. A reasonable fee may be charged for copies and/or research, payable upon receipt.

\_\_\_\_\_  
Signature of Requestor

**BELOW IS FOR OFFICE USE ONLY**

Received Date: \_\_\_/\_\_\_/\_\_\_ Received By: \_\_\_\_\_

Referred To: \_\_\_\_\_ Date Completed: \_\_\_/\_\_\_/\_\_\_