

**Town of Hollis**  
**Office of the Select Board**  
34 Town Farm Road, Hollis, ME 04042  
Phone: (207) 929-8552 Fax: (207) 929-3686  
Web Address: [www.hollismaine.org](http://www.hollismaine.org)

David McCubrey

John Rogala

Mary Hoffman

## POLICY #15

### REQUEST FOR INFORMATION

To be compliant with Maine's Right to Know Law and the Freedom of Information Act, all public information is available for your inspection during regularly scheduled business hours. Appointments may be requested by some departments. Please be specific with your requests.

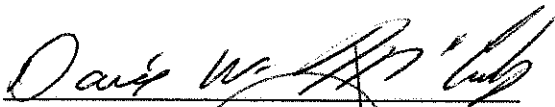
Computer generated information requests for public information from all departments will be completed within a reasonable amount of time. Any denied requests must be responded to within five (5) business days after review by the Freedom of Information Officer and the Select Board.

No completed permanent official records are permitted to leave the office.


All associated costs allowed by law will be billed to the person(s) or department(s) requesting the information at a fees rate established by the Select Board in Policy #10 - Schedule of Fees.

Approved: July 2007

Last Amended: July 21, 2021

  
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David McCubrey, Select Board Chair

  
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John Rogala, Select Board

  
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Mary Hoffman, Select Board