The employee having custody of public records shall give, on request and pre-payment of the fee established under 1.35.040, unless pre-payment is waived, a copy of the public record. The employee having custody of the public records shall respond within ten working days of the request. This time frame may be extended by notification of the need for additional time. If the request is denied in whole or in part, you will be notified in writing. You may appeal the denial to the municipal administrator, if written appeal is filed within five working days. If you are not satisfied with the ruling of the municipal administrator, you may appeal to the assembly within five working days, which will be heard at the next regular scheduled assembly meeting. Any appeal from the assembly’s final decision is to Superior Court as long as that appeal is filed no later than thirty days after assembly action.

The municipality may reduce or waive a fee when the municipality determines that the reduction or waiver is in the public interest. Fee reductions and waivers shall be uniformly applied among persons who are similarly situated. The municipality may waive a fee of five dollars or less if the fee is less than the cost would be to the municipality to arrange for payment.

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