



Sanford Police Department

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February 7, 2024

Samuel Sinyangwe
MuckRock News
DEPT MR 158345
263 Huntington Avenue
Boston, MA 02115

RE: Acknowledgment of Freedom of Access Act Request (FOAA)

Dear Samuel Sinyangwe:

This letter is to acknowledge, pursuant to 1 M.R.S.A § 408-A(3), that we received your Freedom of Access Act request on February 7, 2024 requesting access to certain records.

Please be aware that to the extent that any document exists that is excepted from the definition of public records, pursuant to 1 M.R.S. § 402(3), we deny your request.

Under the Maine FOAA, we are permitted to charge a fee to “cover the actual cost of searching for, retrieving, and compiling the requested public record of not more than \$25 per hour after the two hours of staff time per request.” 1 M.R.S. § 408-A(8). This includes the time spent reviewing and redacting any confidential information.

We anticipate time/materials to be seven (7) hours to extract and send electronically by email those records readily available as requested pursuant to 16 M.R.S §708(2). Per Title 1 §408A(8)(B-1), we do not charge a fee for the first two (2) hours, but we do charge for the additional five (5) hours needed to compile the data in the format you requested. The total fee will be \$125.00.

Compiling 2017-2019 will encompass most of the time needed to complete the request. We could provide 2000-2022 more easily as we changed how we recorded data in 2020, and could do this without a fee.

If you decide to proceed with the full request, we are asking for payment in advance under Title 1 §408-A(10)(A). Payment can be submitted to the department at the address above. After payment is received, we will proceed with your request and send it via email upon completion. If you would like only 2017-2020, please let me know.

Submitted,

Eric H. Small
Deputy Chief of Police