

# PUBLIC RECORD REQUEST POLICY TOWN OF DERBY

**PURPOSE:** The purpose of this Public Record Request Policy is to monitor the types of public records in which are being requested. The policy will help maintain a record insure requests are being fulfilled, while tracking the amount of time necessary to fulfill such request.

**OBJECTIVE:** The primary objective is to insure the needs of the public are being met and bring attention to the types of information the public would like to have more readily available.

**PROCEDURE:** Any person requesting any type of public information from the Derby Town Clerk's Office and Derby Town Treasurer's Office may do so by completing a Public Record Request form as shown below:

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## PUBLIC RECORD REQUEST FORM

**NAME OF REQUESTOR:** \_\_\_\_\_

**DOCUMENT OR REPORT BEING REQUESTED:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR**

**FOR INTERNAL USE ONLY:**

**Name of person providing the information** \_\_\_\_\_

**Date information was produced** \_\_\_\_\_

**This request form is to be used for all public records information with the exception of Land Records and Non-Probate copies of tax bills.**

**Please retain a copy of information provided and attach to the request form**

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All request will be fulfilled within a 5 day time frame, response time to request will vary dependent upon the type of information and research that is required to fulfill the request.

**EXCEPTION:**

The only exceptions to the above policy are the following:

1. Copies on Non-Prebate Bearing Tax Bills
2. Copies of Land Records

The foregoing Policy is hereby adopted by the selectboard, the town clerk and the town treasurer of the Town of Derby, Vermont, this 16<sup>th</sup> day of April, 2012 and is effective as of this date until amended or repealed.

Ben D Smith  
Chairperson

John Cole

Benjamin Stewart

Karen Jones

Ann L. O'Neil

Paul Paul  
Treasurer

DERBY, VT TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD

APRIL 17 A.D. 2012  
at 3 o'clock 00 minutes P. M.  
and recorded in Book TOWN # 14 Page 191-192  
of TOWN Records.  
Attest: Nancy Bosselin  
ASSISTANT Town Clerk