PUBLG 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 due so by completing a Public Record Request form as shown below:

**************************************************************************************

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-Prebate copies of tax bills.

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

**************************************************************************************

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treasurer of the Town of Derby, Vermont, this 16th day of April, 2012 and is effective as of this date until amended or repealed.

Chairperson

[Signature]

Treasurer

[Signature]

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: [Signature] Nancy Rosselin

ASSISTANT Town Clerk