

Maine – State Public Record Laws

Citations	<p>Maine Revised Statutes, Title 1, Ch. 13 http://www.mainelegislature.org/legis/statutes/1/title1ch13sec0.html</p>
Exemptions to Disclosure	<p>The following records are exempt:</p> <ul style="list-style-type: none"> • Records, working papers, inter- and intra-office memoranda used by or prepared for faculty and administrative committees of the Marine Maritime Academy, the Maine Community College System, and the University of Maine system; • Work product • Confidential • Working papers (unless distributed by a member or at a public meeting of the advisory organization) • Privileged • Trade secrets • Research for development of processing techniques for fisheries, aquaculture and seafood processing or the design and operation of a depuration plant in the possession of the Department of Marine Resources [2014 Me. Legis. Serv. Ch. 518 (H.P. 1212) (L.D. 1689) (WEST)] • Interest in nondisclosure substantially outweighs public interest in disclosure
Access Rights	<ul style="list-style-type: none"> • Any person • Inspect for free unless cannot inspect absent record being converted or compiled • Right to inspect and/or copy w/in reasonable time of request • Reasonable (regular) office hours • Requests need not be in person nor in writing • Request w/in 5 working days • Within reasonable time of request, agency must provide a good faith nonbinding estimate of time w/in which agency will Denials/refusals also w/in 5 business days, written notice, and stating reasons; subject to appeal • Electronic format access doesn't require provision of access to computer terminal for requestor • Fees up to \$15/hour per request after the first hour, for staff time/actual cost of searching/retrieving/compiling requested record • Also charge fees for mailing, copying, or conversion, etc. • Only if estimate of cost is greater than \$30, must custodian inform requestor of cost before proceeding • Estimate of time necessary to complete request • Fee may be waived in whole or in part if indigent or disclosure is in public interest and not primarily in commercial interest of requestor • Appeal refusal, denial or failure within 30 calendar days of the receipt of the written notice of refusal, to any Superior Court within the State as a trial de novo
Destruction of Public Records	<ul style="list-style-type: none"> • No record shall be destroyed or otherwise disposed of by any official, except as provided by retention schedule.