



TOWN OF SPRINGFIELD

96 Main Street
Springfield, VT 05156

(802) 885-2104 Phone
(802) 885-1617 Fax

Public Records Request Form

Name: _____

Organization: _____

Address (City, State, Zip): _____

Email: _____ Phone Number: _____

Please describe the records you are requesting and provide as much specificity as possible, including applicable date ranges.

Please take note of the following disclaimer:

1. This public records request, including any associated correspondence, will be considered a public record in its entirety. As such, it will be made available to any member of the public upon request.
2. Do not include any sensitive information, such as medical information, financial account numbers, or Social Security numbers. The Town will contact you if additional information is required.
3. Submission of this form does not constitute receipt of it by the Town. Your public records request will be considered received on the next business day following its submission.

Agreement

I agree that I have read the directions and disclaimers on this form and that the information that I have provided is accurate to the best of my knowledge. Clicking the Declaration below is equivalent to my electronic signature.

_____ Declaration (Required)

Date Submitted: _____

Uniform Charges Schedule

Under [1 V.S.A. 316\(d\)](#) the secretary shall adopt, by rule, a uniform schedule of public record charges for state agencies. The current rule was adopted November 14, 2003 and became effective on December 1, 2003. The schedule also applies, under [1 V.S.A. 316\(e\)](#), to political subdivisions whose legislative bodies have not adopted a uniform schedule. The schedule does not apply to public records governed by fees otherwise established by law.

Uniform Schedule of Public Records Charges for State Agencies (CVR 04-000-002)

Pursuant to [1 V.S.A. 316\(d\)](#) and Acts 1996, No. 159 section 1, the following fees are established as the actual cost of providing a copy of a public record:*

1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
2. For senior-level staff time, and information technology specialists' time spent extracting data from databases, or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
3. For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.
4. For photocopies, \$.05 per single-sided page, \$.09 per double-sided page for pages up to 8.5 by 14 inches.
5. For color photocopies, \$1.00 per single-sided page.
6. For computer-generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches.
7. For computer diskettes, \$.28 each for 3.5-inch diskettes.
8. For compact discs, \$.86 each for write-once CD w/case, \$2.31 each for re-writable CD w/case.
9. For audio tapes, \$.81 each.
10. For video tapes, \$1.69 each.
11. For DVDs, \$2.00 each for write-once DVD w/case, \$4.00 each for re-writable DVD w/case.

***Note: there are fees for copies of public records that are established by statute that may override the fees established by this schedule.**
