Public Records Request Log

Body: _____ Records contact / records access officer: _____

Field	Entry
Request number	_____
Date and time received	_____
How received (in person, phone, mail, email)	_____
Requester (name and contact, if given)	_____
Records requested (in the requester's words)	_____
Clarification asked for? Date	_____

Clock (fill in the line for your state)

- **ME:** acknowledgment due (5 working days): _____ Time and cost estimate sent: _____
- **NH:** response due (5 business days) — records provided / denied / written time statement: _____
- **MA:** response due (10 business days): _____ Extended date, if any (municipality: no later than 25 business days from receipt unless the requester agrees): _____

Fees

	Entry
Pages copied × rate (ME ≤10¢, MA ≤5¢, NH actual cost)	_____
Staff hours beyond the free hours × rate	_____
Other (storage device, mailing)	_____
Estimate sent to requester on	_____
Waiver considered (indigent / public interest)?	_____

Outcome

- ☐ Provided in full on _____
- ☐ Provided in part on _____ — withheld: _____
- ☐ Denied on _____
- Exemption cited and short explanation: _____
- [MA] Appeal rights statement included: [ ] yes

Logged by: _____ Reviewed by counsel (if needed): _____

State notes

- **Maine:** 1 M.R.S. § 408-A: acknowledge within 5 working days; give a good-faith time and cost estimate within a reasonable time; written denial within 5 working days, citing the statute. Copies up to 10¢ a page; first 2 hours of staff time free, then up to $25 an hour.
- **New Hampshire:** RSA 91-A:4, IV: if records are not immediately available, within 5 business days

make them available, deny, or give a written statement of the time needed with an itemized cost estimate. A denial names the specific exemption and explains how it applies. Copies at actual cost; no fee for inspection.
- **Massachusetts:** c. 66 § 10: produce or respond in writing within 10 business days; a municipality may set up to 25 business days from the request. Copies up to 5¢ a page. A written response explains withholding, gives an itemized fee estimate, and states the appeal rights to the Supervisor of Records and Superior Court.

Sources

- 1 M.R.S. § 408-A (public records: acknowledge in 5 working days; fees) — https://legislature.maine.gov/statutes/1/title1sec408-A.html
- RSA 91-A:4 (governmental records: respond within 5 business days) — https://www.gc.nh.gov/rsa/html/VI/91-A/91-A-4.htm
- M.G.L. c. 66 § 10 (public records requests: 10 business days; fees) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleX/Chapter66/Section10
- M.G.L. c. 66 § 6A (records access officers) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleX/Chapter66/Section6A

Practice template, not legal advice. Your articles, bylaws, policies and the statutes control — check with counsel or the state office before you rely on it.

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