RESPONSES TO REQUEST FOR PUBLIC RECORDS

Town of Panton, Vermont Response to Request for Public Record(s)

1 V.S.A. § 318

On _____, the Custodian for the Office of Clerk/Treasurer of the Town of

Panton, Vermont, received a request from _____for access to public record(s).

In response to this request (check all that apply):

- The Custodian is not producing some or all of the record(s) requested for inspection because:
    - the record(s) do not exist under the name given by the requestor or by any other name known to the Custodian. 1 V.S.A. § 318(a)(4);
    - the Town is not required to provide copies of public records in their non-standard format. 1 V.S.A. § 316(i);
    - the record(s) does not already exist and the Town is not required to create a public record(s). 1 V.S.A. § 316(i);
    - the Town is not required to convert paper public record(s) to electronic 1 V.S.A.
    - 316(i).

Record(s) requested: _____

- The record(s) requested below are in active use or in storage and therefore not available for use at the time of this request. The record(s) requested will be available for examination within one calendar week of the request on (date) at _____(hour). 1 V.S.A. § 318(b)(1).

Record(s) requested: _____

- The following “unusual circumstances,” as that term is defined by 1 S.A. § 318(b)(5), exist with respect to the record(s) requested below:
    - the need to search for and collect the requested record(s) from field facilities or other establishments that are separate from the office processing the request;

- the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct record(s) which are demanded in a single request;
- the need for consultation with the Town's attorney or with other Town officers or departments having a substantial interest in the determination of the request.

Record(s) requested: _____

The non-exempt record(s) requested will be available for examination not more than ten business days from receipt of this request on _____(date). 1 V.S.A. § 318(b)(5).

- The record(s) requested below are subject to one or more of the following staff time charges:
- charges for the time directly involved in complying with the request that exceeds 30 minutes;
- charges incurred because the Town agreed to create a public record(s) that did not already exist;
- charges incurred because the Town agreed to provide the public record(s) in a non- standard format and the time directly involved in complying with the request exceeds 30 minutes.

Record(s) requested: _____

Because this request is subject to staff time charges, the Custodian hereby requires that the request be made in writing and that all charges be paid [in whole/in part] prior to delivery of the copies. Upon request, the Town will provide an estimate of the charge.

This denial of access, whether temporary or permanent, may be appealed to the Town of

Panton Selectboard Chair. In accordance with 1 V.S.A. § 318(c)(1), the Selectboard Chair will make written determination on the appeal within five business days after receipt of the appeal. A decision of the Selectboard Chair may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

Custodian for the Office of [*office*] Town of _____, Vermont Date signed_____.

The Custodian for the Office of Clerk/Treasurer shall retain the original of this form for record keeping purposes and provide the requestor with its copy.