

## Open Records Request to the Assessor's Office

### Procedure

All requests for records or information from the Assessor office must be made formally to the municipal clerk with an "Open Records Request" form. The Open Records Request Form can be obtained from the municipally clerk.

### Request Time:

Requests from the Assessors' office will generally be processed within 48 hours of receipt of a formal request from the clerk to fulfill an open record request for information. However, during time periods of high volume requests caused by an Open Book or Revaluation you should allow 3 to 5 working days for your request to be processed. If a search is necessary to locate records which may delay the response, the requester will be notified. Open records requests that require research and collection of information may take 5 -10 days.

### Information Format:

Legal constraints of our software vendor agreement only allows us to provide information requests in hard copies.

### Delivery of Requests:

Requested open record material can be picked up in person at the municipality or mailed thru the U.S. Postal service - they are not faxed or emailed. You will not be notified when the request is ready for pickup if you choose to pick up the material up at the municipality.

### Fees:

- **Pre-payment**  
If it is anticipated that the cost of fulfilling a request will exceed \$5.00, you will be contacted and required to pre-pay the estimated cost.
- **Shipping and Mailing**  
Applicable to all requests not picked up in person = \$6.00 (plus duplicating costs). All items will be mailed out thru the U.S. Postal Service by Priority Mail with a Delivery Confirmation service.
- **Reproduction**  
\$ 0.25 per page.
- **Location and Research:**  
If research and location of information is required to fulfill an open record request it will be billed out at \$50.00 per hour.