

Aroostook County Emergency Management Agency

Right-to-Know

Information Request

Pursuant to State and Federal Laws, information collected under the Emergency Planning and Community right-to-Know (RTK) Act is considered public information and is accessible to the public. There are two notable exceptions to what may be considered public information: under Federal law trade secrets are not allowed to be released and under State law transportation information is considered confidential and may be released only to those entities that may need it for planning purposes.

Aroostook County Emergency Management Agency (AKEMA), as the holder of the records for the Aroostook County Local Emergency Planning Committee, will complete and return within 45 days any information that is considered public unless that information is not available or cannot be made available within the 45-day period.

To facilitate an RTK request, this form shall be completed and presented in person, via mail or through e-mail to be processed by AKEMA. The County has adopted a fee schedule that AKEMA may use to cover the costs of processing a request:

- \$0.25/page for all photocopies
- \$1.00/page for computer printouts
- \$5.00/flash drive

The processing fee should be paid in advance either by cash or by check made out to "County of Aroostook". Requests received either by mail or by e-mail will be notified of their charges and must forward a check or money order for the correct amount prior to the request being filled. All payments are to be mailed to: **AKEMA, 158 Sweden Street, Caribou, ME 04736.**

Please complete the following information so we may process your request as efficiently as possible.

Name _____ Company _____

Street Address _____ City _____

State _____ Zip Code _____

Phone Number _____ E-mail _____

Information being requested: _____