

All estimated costs of research, retrieval and reproduction shall be due and payable prior to the preparation of documents. The requesting party will be given a receipt for all monies paid.

If the information requested requires extensive research to locate or extensive copying, the requesting party shall submit in writing the specifics of the information and allow two weeks for preparation. If an inspection of the requested documents is made by the requesting party, town employees shall set a mutually convenient time for the requesting party to inspect the documents or records. The requesting party shall pay a fee of \$40.00 per hour (in increments of one quarter hour) for the staff time necessary to research and retrieval or information and the time it costs to replace said documents. This charge does not include any reproduction costs.

Items not specifically cover above will each be taken on a case by case basis.