



2025

Maine Turnpike Authority

Freedom of Access Reimbursement Policy

Goals

The Maine Turnpike Authority's (MTA) recognizes the importance of transparency in government and the need to responsibly steward public resources. The goal of this policy is to provide a clear framework to potential requesters of public documents held by the MTA as to when the MTA will request reimbursement for resources expended responding to those requests.

I. Payment of Costs for Freedom of Access Requests

It is the MTA's policy to require reimbursement of costs incurred in responding to requests for documents under Maine's Freedom of Access law (1 M.R.S.A. § 401, *et. seq.*).

A. Amount Charged: The MTA will require payments of costs in the amounts allowed by law, as follows:

1. \$25 per hour for each hour of staff time, in excess of two hours, that is expended in searching for, retrieving and compiling the records requested.
2. 10 cents a page for each page of a physical copy provided.
3. Other actual documentable costs, including but not limited to the cost required to convert the record into a usable format, the cost of a physical storage device used to store the public record or the cost of mailing the response.

B. Procedure: When the MTA receives a Freedom of Access request for public documents, the public access officer will first consider the amount of time that is likely to be required in responding to the request. If, in the reasonable opinion of the public access officer, the response is likely to require more than two hours of staff time, then the public access officer will inform the requester that the MTA requires reimbursement of costs and will supply the requester with a good faith estimate of the amount of time that will be required and the amount of costs that are likely to be charged. The requester will also be informed that a waiver of this requirement may be requested in accordance with the conditions described in Part II, below.



C. Prepayment: If the estimate of costs described in "B": is greater than \$100 or if the requester has previously failed to pay costs for a FOAA response in a timely manner, then the MTA will require prepayment of the estimate amount before proceeding to comply with the request.

II. Waivers

The MTA will consider waiving the reimbursement requirement described above if, in the MTA's opinion, one of the following conditions (A or B) apply:

A. The requester is indigent, and that fact is reasonably well documented by the requester in the opinion of the MTA's Executive Director.

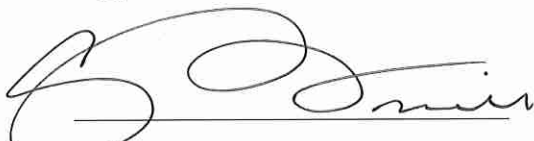
B. The MTA considers release of the record requested to be in the public interest, in accordance with the following criteria:

1. Release of the record will contribute significantly to public understanding of the MTA's operations because, for example, the request pertains to a proposed public interest project, as that term is defined by STPA regulations, or to MTA policy or operational changes that are likely to affect a significant portion of the public or the MTA's users; and

2. Release of the record is not primarily in the commercial interest of the requester.

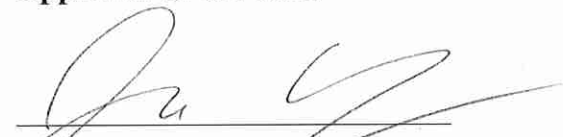
C. Approval of the MTA's Executive Director is required to waive reimbursement, in full or in part.

Approved:


Andre Briere, Executive Director

10/12/25
Date

Approved as to Form:


Jonathan Arey, Staff Attorney

10/16/25
Date

Note: Approved by MTA Board September 4th, 2025