

Penobscot County

External Media Request Form

Thank you for your interest in Penobscot County.

All media inquiries must be submitted using this form. Please allow appropriate time for review and response.

1. Media Outlet Information

Media Organization Name: _____

Type of Media (check one):

- Television
- Radio
- Newspaper
- Magazine
- Online Publication
- Podcast
- Documentary
- Other: _____

Organization Website: _____

Reporter/Producer Name: _____

Title/Position: _____

Phone Number: _____

Email Address: _____

2. Request Details

Type of Request (check all that apply):

- Interview Request
- On-Camera Interview
- Phone Interview
- Written Statement
- Public Records Inquiry
- Photography/Video Recording on County Property

- Event Coverage
- Other: _____

County Department or Official Requested (if known):

Topic / Story Summary:

(Please provide detailed information about the subject matter, angle, and specific questions.)

Why is Penobscot County being included in this story?

3. Timeline & Publication Information

Deadline (Date & Time): _____

Interview Date Requested (if applicable): _____

Expected Publication/Broadcast Date: _____

Live or Pre-Recorded?

- Live
- Pre-Recorded

4. Location & Logistics

Proposed Location (if on-site):

Equipment Being Brought Onsite (if applicable):

Number of Crew Members: _____

Media & Public Records Fee Schedule

(Applicable to Requests Submitted Through This Form)

In accordance with Maine's Freedom of Access Act (FOAA), fees may apply to certain public records requests. The County will provide a written cost estimate if charges are expected to exceed \$30.

Please be advised, some departments may have other statutory fees. Items not explicit to FOAA, or other Maine Statute, may be assessed standard fees for time, material and compilation at the standard rates of \$0.25/page for paper, \$0.75 if color, actual hourly rate of staff time, and the actual cost of any digital media device.

1. Staff Time (Search, Retrieval, Compilation & Redaction)

- **First 2 Hours:** No charge
- **After 2 Hours:** Up to **\$25.00 per hour**

Charges may apply for:

- Locating and retrieving records
- Compiling responsive materials
- Reviewing records
- Redacting confidential or exempt information

Note: Some agencies previously operated under older guidelines allowing \$15/hour after the first hour. Penobscot County follows the current statutory maximum of **\$25/hour after the first two hours**.

2. Copying Fees

Paper Copies

- **\$0.10 per page**
(Standard 8½" x 11" black-and-white copies)
- *\$1.00 per page for Registry of Deeds, per Maine Statute (Not in FOAA)*

Electronic Records

- No per-page charge for electronic files delivered via email.
- If records are provided on physical storage media, actual cost of the device will be charged.
- *\$0.25 per page for Registry of Deeds electronic files, per Maine Statute.*

Physical Media (If Requested)

- USB Flash Drive: Actual cost
- CD/DVD: Typically **\$2.00 – \$13.00**, depending on type and quantity