

“Understanding and Responding to Freedom of Access Act (FOAA) Requests”

Sponsored by River Valley Chamber of Commerce; Trainer: Dana K. Lee, Lee Facilitation Services

DATE & TIME: Thursday, February 9, 2012; 6:00 to 9:00 PM

LOCATION: Region 9 School, 377 Main Street, Mexico Maine

COST: \$45.00 per person (includes catered meal)

TRAINING PROGRAM: Under current state law, all elected officials are required to complete a basic course that explains the responsibilities and obligations under the Freedom of Access Act (FOAA). Staff that may end up serving as the “Freedom of Information Officer” under new, proposed legislation should also attend.

The first part of the session will provide a comprehensive overview of Maine’s FOAA law. Attendees will receive a certificate of completion which should be kept on file at the Town Office. This training will also include a discussion of the most recent proposed changes likely to be adopted by the state legislature during this legislative session.

The second part of the training will focus on how to manage FOAA requests in your office. We will also cover several strategies for dealing with people use FOAA in disruptive ways. Attendees will receive handouts of the Powerpoint presentations, sample FOAA policy and FOAA management forms for use in your communities.

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REGISTRATION: Send registration form to: River Valley Chamber of Commerce, 10 Bridge Street Rumford, ME 04276-2064 along with payment or we can bill you later, if you prefer.

NAME: _____ MUNICIPALITY: _____

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NAME: _____ MUNICIPALITY: _____

MAILING ADDRESS: _____

PHONE: _____ FAX _____ E-MAIL: _____

Please call River Valley Chamber office 364-3241 with questions.