



TOWN OF WESTMINSTER

3651 US Route 5
PO Box 147
Westminster, VT 05158

PUBLIC RECORDS REQUEST POLICY

The Town of Westminster firmly believes that a vibrant democracy depends upon citizens knowing and understanding how their government operates. Publicly available records are an integral part of an open and fair government. By posting all public record requests and productions, our citizens have more access to public information.

All public records requests must be submitted on the official town form. Forms are available in person at Town Hall during regular business hours or from the town website: <https://westminstervt.org>

The form must be completed in its entirety. Upon completion of the form, it must be returned to the Town Manager's office. Submissions can be made in person, via postal mail, Town Hall drop slot or submitted electronically.

Upon receipt, the request will be reviewed for an estimated time to fill the request.

In accordance with state statute (1 V.S.A. § 316), requests that take longer than 30 minutes to fulfill will be billed at the following rates:

1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
2. For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
3. For any other staff time for which cost can be charged and collected under this policy, \$.45 per minute.

The requestor will be advised in advance if their request will incur any charges.

Fees, if any, must be paid in advance. Payment must be paid in cash or by check only. Checks shall be made payable to the Town of Westminster.

In support of transparent and open government, the Town of Westminster posts all public record requests and responses on its website.

Approved by the Westminster Selectboard on March 13, 2024.
Adopted as a policy by the Westminster Selectboard on July 9, 2024.

Westminster Selectboard:



Daniel Crocker - Chair



Jason Perry - Vice Chair



Real Bazin - Clerk



Stephen Major, DVM

Katrina Hamilton