



The Connecticut Freedom of Information Act (FOIA) gives you the right to request and obtain records of public agencies within certain limitations. You may request records that are not already available on the internet through the Town of Easton website. The Town has no obligation to and may not perform analytical work, studies, investigations, calculations, program reviews or create any special/customized document/materials or retrieval in response to a FOIA request. Only public documents/records that currently exist are subject to the law. There is an established retention schedule for all Town Records per the Connecticut State Library. Records that have exceeded the required retention may no longer be available.

FOIA Request:

To make a request under the Freedom of Information Act (FOIA), please review our guidelines and FOIA Request Form. Anyone may request public records, and a purpose does not need to be stated. There are no restrictions on the use of the records. The allotted initial response time for Connecticut open records requests is four days for the agency to acknowledge receipt of the request. The FOIA request to the Town of Easton should be in writing, detailing the type, subject matter, date(s) of the records requested and format to receive document(s). Authorizations and/or other documentation should be attached if needed. You may pick up an FOIA Request Form at the Town Hall Department you are requesting information from or on the Town of Easton website www.eastonct.gov.

FOIA Fees (See Summary of Charges):

Please be advised that you or your designated representative will be offered the opportunity to review responsive documents or materials at no charge. However, there will be charges associated with allowing you to electronically scan materials and/or providing you with your own copies of materials to accommodate your request. The fees will be charged in accordance with Connecticut General Statutes (CGS §1-212), FOI Commission and Town of Easton Policies. FOI charges will not supersede allowable fees. The Town is entitled to require prepayment of fees of ten dollars (\$10.00) or more in accordance with Connecticut Statute (CGS §1-212(c)). Requester will be advised in writing of cost to provide information prior to request being fulfilled by the Town. A brief summary of charges for fulfilling FOIA requests is attached.

To Submit FOIA Request:

Completed forms must be submitted to the appropriate Department in person, by mail (225 Center Road, Easton, CT 06612), or email to the Department. Please note that your request is also a public record and subject to disclosure.

Summary of Charges:

A.	To review existing records (No scanning, copying, imaging)	No Charge
B.	To discuss existing records	No Charge
C.	A copy of an existing record, non-certified pages [CGS 1-212(2) <i>Two sided documents are two pages.</i>	\$.50 *
D.	Use of a any “hand-held scanner” (or similar hand held device) by the public to make copies/images of documents	\$20.00/day
E.	To certify a document [CGS 1-212€] or any fact appearing therefrom	1 st page: \$1.00 and each add’l page: \$.50
F.	Maps, surveys, or records [CGS§1-212(b)(2)(3)] <ul style="list-style-type: none"> • A copy of plans or a Mylar® not recorded per sheet [CGS§1-12(2)] • A copy of a recorded Mylar per sheet • A photo copy or reproducible copy of a document by an outside vendor 	Varies by size and b/w vs color Actual Vendor Cost
G.	A record or report from a standardly available computer run – per page (existing report option) (NOTE: does not include special programming, reformatting or custom reports)	\$.50
H.	Computer formatting and/or programming to produce a specialized or custom report [CGS§1-212(b)(1)]	Actual salary-rate/hour of Town staff (plus \$.50 per page; or actual cost of outside vendor and/or materials to fulfill request
I.	Computerized information stored with our outside vendors which we Town have to pay for, if obtained, to honor the request	Actual vendor cost and materials to fulfill request
J.	Copies of Town data available on separate electronic media [CGS§1-212(b)(3)]	Actual Cost of Electronic Media
K.	Board and Commission Members requesting copies of documents specifically relevant to the current activities of the Board or Commission for the purpose of working in conjunction on the same issue	No Charge
L.	Public request for hard copies of Board, Commission and Committee agendas, minutes and notices by standard USPS surface mail	Actual postage cost to mail and \$.50 per page
M.	E-mails of agendas, minutes and notices created for Town business that are already archived in electronic form, if available per Connecticut State Library Records Disposition Guidelines	No Charge – You must retrieve from Town website



Town of Easton
225 Center Road, Easton, CT 06612
FOIA REQUEST FORM

DATE: _____ **NAME:** _____

MAILING ADDRESS: _____

CITY/TOWN: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: () _____ - _____ **EMAIL:** _____

PLEASE COMPLETE THE FOLLOWING:

1. Department Requesting Records From: _____

2. Please list/describe the document(s) you are requesting. Please be specific, i.e. include date range and exact information. If you are not sufficiently specific, we may not be able to identify the document(s), and this may delay your request:

3. Receipt of documents: ___ Review documents **OR** ___ Receive copies

4. Format to receive document(s): ___ Paper Copies **OR** ___ Other Electronic Media

I agree to pay such fees and costs per FOIA Fees (per Summary of Charges) prior to the release of documents to me. I understand that payment is due to the Department from which I am requesting records. I understand that the fees may be waived if I, the requester, am receiving public assistance or can demonstrate other facts showing my inability to pay due to indigence (CGS § 1-212(d) (1)).

Signature of Requester: _____

Department Use Only:

Date FOI Request Received: _____ *Date Request Completed:* _____

Date of Initial Department Response: _____ *Date Request Picked-up/Sent:* _____

of pages: ___ x (\$0.50/pg) = \$ ___ + *Media:* \$ ___ = *Total Cost:* \$ ___ *Payment:* \$ ___

Department Signature: _____