

TOWN OF LEDYARD, CT
Administrative Policies and Procedures

POLICY F.O.I.A. (Freedom of Information Act) Requests

PURPOSE The purpose of this policy is to provide clarification and guidance regarding Freedom of Information requests from members of the public. Except as otherwise provided by federal law or by state statute, the Freedom of Information Act, Connecticut Statutes Chapter 14, guarantees public access to all public records maintained or kept on file by the municipality.

PROCEDURE The goal of the Town of Ledyard is to courteously and promptly provide requested information in compliance with the law. Public records maintained in the office of the Town Clerk are available for public inspection during regular business hours. Certain records such as payroll records, employment records, vital statistics and other documents that contain confidential and personal information, including Social Security numbers and personal bank account information, are not open for public inspection. Full or limited access to these records **may** be available in accordance with the disclosure requirements established in the statutes. Any concern regarding whether a particular item may be disclosed should be promptly addressed to the Town Clerk, and if necessary to the Mayor and town attorney. Payment for copies of documents may be made as itemized on the Freedom of Information fee schedule of the Town of Ledyard.

The town of Ledyard's Freedom of Information Request Form should be completed for any document not readily available for public inspection in the office of the Town Clerk. These forms are available in the office of the Town Clerk. Completed F.O.I. requests will be promptly forwarded to the appropriate department(s). The appropriate department will respond to the requester within four business days either by providing the material, denying the request, asking for clarification of the request if needed, or if the requested material is voluminous or other difficulty is encountered, by establishing a reasonable date upon which the documents will be made available.

When copies are not requested, individual departments may arrange (with the applicant) for public inspection of requested information subject to disclosure per statute. Public inspection of documents maybe viewed in the Town Clerk's Office. Copies of requested information shall be forwarded to the Town Clerk's Office.

Payment must be received in the Town Clerk's Office prior to the release of the documents. Fees will be waived if the applicant is receiving assistance or can show an inability to pay due to indigence.

The town of Ledyard has no legal obligation to, and will not perform analytical work, studies, investigations, calculations or program reviews, or create any document in response to a Freedom of Information request. If the requested information exists in the form of a document and is not in draft form, it will be provided, but documents exempted by law from release or availability to the public per, for example, C.G. S. §1-210(b), will not be released or made available.

PROCESS

- (1) Freedom of Information Request forms must be filed in the office of the Town Clerk's Office.
- (2) This office will promptly disseminate requests to the appropriate department(s).
- (3) Any questions regarding the legality of disclosure will be promptly addressed to the Mayor's Office for possible consultation with the town attorney.
- (4) Within four business days the department shall provide the information, issue a letter to the requestor denying the request, ask for further clarification or inform the requestor of a reasonable date when the information will be available.
- (5) If no copy is requested, records subject to disclosure requirements as established in the statutes may be inspected at the Town Clerk's Office.
- (6) If hard copies are requested they will be forwarded to the office of the Town Clerk for release, upon payment or waiver of the legally required fees.

Effective Date: June 4, 2014

Approved by: _____
Mayor John Rodolico June 4, 2014

TOWN OF LEDYARD
FREEDOM OF INFORMATION REQUESTS
SUMMARY OF CHARGES

A	To review existing records	No charge
B	To discuss existing records	No charge
C	A copy of an existing record, non-certified page [CGS§1-212(2)] <i>Two sided documents are two pages</i>	\$.50
D	To certify a document [CGS§1-212(e)]	\$2.00
E	Maps, surveys, or records [CGS§1-212(b)(2)(3)] 1. A copy of plans or a Mylar not recorded per sheet [CGS§1-12(2)] 2. A copy from a recorded Mylar per sheet 3. A photo copy or reproducible copy of a document by an outside vendor	Varies \$4.00 Actual cost
F	A record or report from a computer run – per page (existing menu report)	.50
G	Computer formatting and/or programming to produce a specialized report [CGS§1-212(b)(1)]	Actual salary of staff (as determined by Information Technology) plus \$.50 per page
H	Computerized information stored with our outside vendors which we would have to pay for, if obtained to honor the request	Actual cost of outside vendor
I	Copies of tapes, disks, or other electronic media [CGS§1-212(b)(3)]	Actual cost
J	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
K	Public request for Board and Commission agendas, minutes, and packets by mail	Actual cost to mail and \$.50 per page
L	Emails of agendas and minutes	No charge

The fees are in accordance with CGS§1-212. FOI charges will not supersede those fees established in statutes such as fees for vital records.

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