

FREEDOM OF INFORMATION REQUESTS

SUMMARY OF CHARGES

- A. To review existing records.....**No charge**
- B. To discuss existing records.....**No charge**
 - 1. Remember, this is the department heads job. If not available,
The employee makes a determination as above.
- C. A copy of an existing record non-certified page [CGS§1-212(2)].....**\$.50**
- D. A copy of the first page of an existing records certified [CGS§1-212(e)].....**\$1.00**
 - 1. Each additional page.....**\$.50**
- 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)].....**\$.50**
 - 2. A copy from a recorded Mylar® per sheet [CGS§7-34a(a)].....**\$1.00**
 - 3. A photo copy or reproducible copy of a document by an outside vendor.....
actual cost
- F. A record or report from a computer run – per page (existing menu report).....**\$.50**
- G. Formatting and/or programming to produce a specialized report
[CGS§1-212(b)(1)].....**actual salary of programmer, etc. 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 outside vendor fee**
- I. Copies of tapes, disks, or other electronic media [CGS§1-212(b)(3)].....**actual cost**
- J. Prepayment of fee required if such fee is estimated to be ten dollars or more per
[CGS§1-212(c)]
- K. Board and Commission Members requesting copies of documents of other
Boards and Commissions not relevant to their positions.....**\$.50**
- L. Board and Commission Members requesting copies of documents that are relevant
to their positions from other Boards and Commissions for the purpose of working
in conjunction on the same issue.....**no charge**
- M. Public request for a subscription to receive Board and Commission Agendas and
Minutes by mail for the entire year.....**\$50.00 per calendar year**
Per Board or Commission
- N. Emails of Agendas and Minutes.....**no charge**

The fees are in accordance with CGS§1-212 and as established by the Board of Selectmen.