

## FREEDOM OF INFORMATION REQUESTS

### GUIDELINES FOR THE PUBLIC

1. The Freedom of Information Act (Chapter 14 of the Connecticut General Statutes) guarantees public access to public records that actually exist, and does not require that employees create new information that does not currently exist. Town employees always seek to answer questions from the public, but cannot be compelled to perform research or analysis to create information, which in form or content, is not already available.
2. The public may be required to view requested information in a particular location in order to avoid loss of, or damage to public records, or to prevent disruption of normal work in the department.