FREEDOM OF INFORMATION REQUESTS SUMMARY OF CHARGES

A.	To review existing records
B.	To discuss existing records
	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§1-212\$.50
	2. A copy from a recorded Mylar® per sheet [CGS§7-4a(a)\$1.00 (11x17),
	\$5.00 (Full size)
	3. A photo copy or reproducible copy of a document by an outside vendor actual cost
	4. A copy of Land Records per page
	5. Certification\$2.00
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 requestactual 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 \$10.00 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
	issueno 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
λī	Finally of A garden and Minutes
IN.	Emails of Agendas and Minutesno charge

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

(Approved by the Board of Selectmen on 9/13/2006)