

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§ 1-212] **\$.50**
2. A copy from a recorded Mylar® per sheet [CGS§ 7-4a(a)] **\$1.00 (11 x 17), \$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 **\$1.00**
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 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 **\$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 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.

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