

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