



TOWN OF THOMASTON
Freedom of Information Policy

TOWN OF THOMASTON

Freedom of Information Policy

1. Purpose

The purpose of this policy is to provide clarification and guidance regarding Freedom of Information requests by members of the public. Except as otherwise provided by federal law or state statute, the Freedom of Information Act, Connecticut General Statutes Chapter 14, guarantees public access to all public records maintained or kept on file by a municipal agency.

2. Policy

- a. The goal of the Town of Thomaston is to courteously and promptly provide requested information in compliance with the law. Public records housed in Town Hall are available for inspection during regular business hours. Certain records such as payroll records, employment records, vital statistics, and other documents that contain confidential and personal information, including Social Security numbers, personal bank account information and medical information protected by HIPPA regulations are not open for public inspection. Full or limited access to these records may be available in accordance with disclosure statements established in the statutes. Any concern regarding whether a particular item may be disclosed should be promptly addressed to the office of the First Selectman, and possibly then referred to the Town Attorney. If copies of any documents are requested, payment must be made in compliance with the fee schedule established in the document.
- b. The Town of Thomaston's Freedom of Information request form should be completed for ***any document not readily available for public inspection*** and delivered to the office of the First Selectman. Request forms are available in all offices in the Town Hall complex. Completed FOI requests will be promptly forwarded to the appropriate department. Said department will respond to the requester within five business days, from the date of receipt of the request, either by providing the material, denying the request, asking for clarification, or if the material requested is voluminous or requires much research, by establishing a reasonable date, as provided by FOI regulations as to when the documents will be available.
- c. When copies are not requested, individual departments may arrange, with the applicant, for public inspection of requested information, subject to disclosure per statute. Public inspection may take place in the departmental office if it does not create an impediment to the work being done in that department, or may be viewed in either the Town Clerks Vault area or the First Selectman's Conference room.
- d. When copies are requested, they will be made available at the First Selectman's office. Payment must be received prior to the release of requested documents. Fees will be waived if the applicant is receiving public assistance or can show an inability to pay due to indigence.


- e. The Town of Thomaston has no legal obligation to, and will not perform any analytical work, studies, investigations, calculations, program reviews or create any documents in response to a Freedom of Information request. If information exists and is not in a draft form, it will be provided. Documents exempted by law from release or availability to the public per C.G.S. 1-210(b) will not be released or made available.

3. Process

- a. You may request the “Freedom of Information Act Request” form from Town Department.
- b. You may publicly view information readily available as stated above.
- c. If copies are desired see #2d.
- d. Once you have completed the Freedom of Information Request form, please submit the form to the office of the First Selectman.
- e. Requests will be promptly disseminated to the appropriate department.
- f. Any questions regarding the legality of the request must be promptly addressed to the First Selectman with possible consultation of the Town Attorney.
- g. Within five business days the department shall provide the information, issue a letter to the requestor denying request, ask for clarification of request or inform the requestor of a reasonable date when the information will be made available.

4. Fees

- a. \$ 0.50 per page for all copies requested.
- b. Transcription costs will be equal to the cost to the agency.
- c. Such costs include an amount equal to the hourly salary to all agency employees engaged in providing the requested public record not to include search costs.
- d. Actual cost of storage media provided e.g.: maps, compact disk, tape, etc.

Adopted on: 8/17/2010 
By the Board of Selectmen

TOWN OF THOMASTON

158 Main Street
Thomaston, CT 06787
www.thomastonct.org

FREEDOM OF INFORMATION ACT REQUEST

Date: _____
Name (optional): _____
Address (optional): _____

Phone # (optional): _____
Email (optional): _____

Please describe with specificity the document(s) you are requisition. If you are not sufficiently specific, we may not be able to identify the document(s) you request which may delay our response to your request:

I want to (please check one):

- Review Records at Town Hall (vault in Town Clerk's Office or Selectman's Conference Room)
- Receive Hard Copies of Requested Documents
- Other (please specify):

I agree to pay such fees and costs noted in the Town of Thomaston FOI Fee Schedule prior to the release of documents to me. I understand that material s may be picked up and payment made at the First Selectman's Office. I understand that the fees may be waived if I, the requester, am receiving public assistant or can demonstrate other facts showing my inability to pay due to indigence.

Sign of Requester: _____ Date: _____

Department use only:

Date Request Received:	_____	Date Picked-Up:	_____
Docs. Returned to TC:	_____	Date Completed:	_____
# of Pages:	_____	Cost:	\$_____
Notes:	_____		