



Freedom of Information Act Request for Public Records Form

Note: Requesters are not required to use this form. This request is also a public record and subject to disclosure. FOIA allows for the request of documents. Questions are not an appropriate FOIA request.

Completed forms may be submitted in person, via email to: FOIA or mailed to:

Office of the First Selectman/FOIA
P.O. Box 71, Portland, CT 06480-0071

REQUESTOR INFORMATION:

Form with fields for Name, Phone #, Mailing Address (Street), City, State, ZIP, Company (if applicable), and Email Address (optional).

- I want to: [ ] Receive an electronic copy of a computer-stored public record\*
[ ] Receive hard copies of the documents requested

DESCRIPTION OF RECORDS REQUEST:

[Be specific; requests that are vague and non-specific may result in a delayed response.]

Large empty rectangular box for describing the records request.

This request for the disclosure of information is for the time period beginning, \_\_\_\_\_ and ending \_\_\_\_\_

FEES:

- Copy charge is 50¢ per 8.5"x11" page; there is an additional charge for a certified copy.
• If the total estimated amount for the copies is \$10.00 or more, payment must be submitted in advance.
• The fee may be waived if the requester is receiving public assistance or can demonstrate other facts showing inability to pay due to indigence.

The Town of Portland has no legal obligation to, and will not perform analytical work, studies, investigations, calculations, or program reviews, or create any document in response to a FOIA Request.

\*The Town can charge you the costs of any formatting and/or programming functions and the storage device necessary to comply with your request.

Do Not Write Below - For Office Use Only

Date Request Received: \_\_\_\_\_ Date Copies Retrieved: \_\_\_\_\_

Number of Pages Copied: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Payment Type: [ ] Cash [ ] Check # \_\_\_\_\_ [ ] Fee Waived (indigent)

[ ] It has been determined by the Town that the request benefits the public welfare therefore the fee has been waived.