



CITY OF GROTON POLICE DEPARTMENT

295 Meridian Street
Groton, CT 06340



Freedom of Information Act Request Form

The Connecticut Freedom of Information Act gives you the right to obtain records and attend meetings of all public agencies with certain exceptions. All FOIA requests must be made in writing. You may email your FOIA request form to **policerecords@cityofgroton-ct.gov** or drop the request off in person at the City of Groton Police Department. Please be detailed so that we have a clear and complete understanding of the request.

Upon receipt of your FOIA request, staff will provide written acknowledgement within four (4) business days. Your request will be reviewed to determine if the fee will exceed \$10.00 (requiring a prepayment invoice be sent). Once your request has been completed and paid, you will be notified as to when the information will be available.

Date of Request: _____ Case Number: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Time period for which I am requesting information: _____

The City of Groton Police Department has no legal obligation to, and will not perform analytical work, studies, investigations, calculations, or program reviews, nor create any documents or make subjective determinations in response to a FOIA Request.

Detailed description of requested information (be as specific as possible):

Fee schedule for media/documents:

Printed page - \$0.50 per sheet

DVD/CD - TBD

USB device - TBD (depending on the size needed)

In-person review with the option for photos/scans - \$20.00

Note: Fees exceeding \$10.00 will be asked for prepayment prior to delivery of documents.

Voice: (860) 446-4180

FAX: (860) 448-1962

www.cityofgroton-ct.gov