



CITY OF GROTON CONNECTICUT

FREEDOM OF INFORMATION ACT Request Form

295 Meridian Street, Groton, CT 06340 • www.cityofgroton.com
(860) 446-4102 • FOI@cityofgroton-ct.gov

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 done in writing. You may email the request to FOI@cityofgroton-ct.gov or drop the request off in person in the Municipal Building at the City Clerk's office. Please be detailed so that we have a clear and complete understanding of the request.

Upon receipt of your FOIA request, City staff will provide written acknowledgement within four (4) business days and begin working on compiling documentation. Once your request has been completed, you will be notified as to when the documents will be available. The City of Groton 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.

Date of request:

Name (First/Last):

Address:

Phone:

Email:

Requested department:

Time period for which I am requesting information:

Detailed description of requested documents:

Please be as detailed as possible in the description of the requested documents.

The FOIA does not require municipalities to conduct research, create new documents or make subjective determinations.

Fee schedule for documents:

Printed page - \$0.50 per sheet

DVD/CD - \$5.00 per disc

USB device - \$9.00 per drive (depending on the size needed)

In-person review (1-hour) with the option for photos/scans - \$20.00

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