SOUTHBURY POLICE DEPARTMENT

FREEDOM OF INFORMATION ACT REQUEST

The Connecticut Freedom of Information Act (FOIA) gives you the right to request and obtain records of public agencies within certain limitations. You may request records that are not already available on the internet through the Town of Southbury website. The Town has no obligation to and may not perform analytical work, studies, investigations, calculations, program reviews or create any special/customized document/materials or retrieval in response to a FOIA request. Only public documents/records that currently exist are subject to the law. There is an established retention schedule for all Town Records per the Connecticut State Library. Records that have exceeded the required retention may no longer be available.

FOIA Request:

To make a request under the Freedom of Information Act (FOIA), please review our guidelines and FOIA Request Form. Anyone may request public records, and a purpose does not need to be stated. There are no restrictions on the use of the records. The allotted initial response time for Connecticut open records requests is four days for the agency to acknowledge receipt of the request. The FOIA request to the Southbury Police Department should be in writing, detailing the type, subject matter and date(s) of the records requested. Authorizations and/or other documentation should be attached if needed. You may pick up an FOIA Request Form at the Southbury Police Department or on the Town of Southbury website www.southbury-ct.gov.

FOIA Fees (See Summary of Charges):

There will be charges associated with allowing you to electronically scan materials and/or providing you with your own copies of materials to accommodate your request. The fees will be charged in accordance with Connecticut General Statutes (CGS §1-212), FOI Commission and Town of Southbury Policies. FOI charges will not supersede allowable fees. The Town is entitled to require prepayment of fees of ten dollars ($10.00) or more in accordance with Connecticut Statute (CGS § 1-212(c)). The requester will be advised of cost to provide information via the phone number provided on the FOIA Request Form prior to request being fulfilled by the Southbury Police Department. A brief summary of charges for fulfilling FOIA requests is attached.

To Submit FOIA Request:

Completed forms may be submitted to the Southbury Police Department in person, by mail (421 Main Street South, Southbury, CT 06488), or email to records@southbury-ct.gov. Please note that your request is also a public record and subject to disclosure.

Summary of Charges for Police Department Records:

• To review existing records (no scanning, copying, imaging) *Records sealed by the court, involving juveniles, or requiring redaction under FOIA are not available for review.*	No Charge
• To discuss existing records	No Charge
• A copy of an existing record, non-certified pages [CGS l- 212(2) *Two sided documents are two pages**	$0.50 per page*
• Use of any "hand-held scanner" (or similar hand-held device) by the public to make copies/images of documents	$20.00/per visit
• A record or report from a standardly available computer run — per page (existing report option) *Does not include special programming, reformatting, or custom reports*	$0.50
• Computer formatting and/or programming to produce a special-ized or custom report [CGS§l-212(b)(1)]	Actual salary-rate/hour of Town staff (plus $0.50 per page) and/or materials to fulfill request
• Copies of Town data, videos, pictures, etc. available on separate electronic media [CGS§1-212(b)(3)]	Actual cost of electronic storage device
• Board and Commission Members requesting copies of documents specifically relevant to the current activities of the Board or Commission for the purpose of working in conjunction on the same issue	No Charge

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FOIA REQUEST FORM

Date: _____

Requestors Information:

Name: _____ Phone Number: _____
Type: Cell( ) Home ( ) Work ( )

Address: _____

_____ Email: _____

City: _____ State: _____ ZIP: _____

Please list/describe the document(s) you are requesting. Please be specific i.e., include date range and as much detailed information you can provide:

_____

_____

_____

_____

_____

I agree to pay such fees and costs per FOIA Fees prior to the release of documents to me. I understand incidents containing audio, video, or photos, may be purchased on a flash drive for an additional cost of the actual cost of the electronic storage device. I agree to pay for postage if I request documents mailed to me.

_____
Signature of Requestor

Department Use Only

Date FOIA Received: _____ Date FOIA Completed: _____
Date of Initial Response: _____ Date Request Picked-up, Mailed or Sent: _____
FOI #:_____

Total # of Pages: ___ = $_____ Flash Drive: $_____ CD/DVD: $_____ Postage: $_____ Total Cost:$ _____