Freedom of Information Act Request Form

It is the Town's Policy to respond to Freedom of Information Act (FOIA) requests in a timely fashion. If records are available in electronic format, they can be sent at no charge. Records that must be photocopied can be made available at a cost of $.50 per page. There may also be a fee for labor cost(s) associated with your request, in accordance with CGS Sec. 1-212(b)(1). We would advise you of the estimated cost before proceeding. You are welcome to visit the Town Hall during normal working hours (Mon. - Fri, 9am-4pm) to view public records. If you plan to visit the Town Hall to see specific records, we suggest that you make an appointment with the Town Clerk. This is for your convenience because of our relatively small-Town Hall Staff. So that we can document your request and respond in a timely manner, please complete a FOIA request form.

Name:_____   Date: _____

Address: _____ City/Town: _____State: _____ Zip Code: _____

Company / Affiliation (optional): _____

Phone: _____Email:_____

By providing an email address, you are agreeing to receive official correspondence from the Town. Please check your security settings to allow correspondence from the Town. Notify us if your email address changes.

Description of Records

Documents sought:
(please be as specific as possible and include address or site, date or date range, and the exact information you are requesting)

Submit your completed form via e-mail to selectmansoffice@oldlyme-ct.gov, or by mail to
FOIA Request, Selectman's Office, Town of Old Lyme, 52 Lyme Street, Old Lyme, CT 06371 or in person.
Please note that your request is also a public record and is subject to disclosure under FOIA

Town Hall Staff

Date FOIA Request Received: _____ Received by:_____

Date Request Completed: _____Picked up by: Name _____

Please print

Signature: _____ / _____

Date

◯ Please amend your contact information if it has changed during this request.