



# TOWN OF OLD LYME

OFFICE OF THE SELECTMEN

52 Lyme Street  
Old Lyme, CT 06371

## Freedom of Information Act Request

It is the Town's policy to respond to Freedom of Information Act requests as quickly as possible.

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. We would advise you in advance of the estimated cost.

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 (Monday through Friday, 9am to 4pm) to view public records. If you plan to visit the Town Hall to see specific records, we suggest that you make an appointment. 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 Freedom of Information Act Request form.

Completed forms may be submitted in person, via e-mail to [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov), or by mail to FOI Request, Selectman's Office, Town of Old Lyme, 52 Lyme Street, Old Lyme, CT 06371.

*Please note that your request is also a public record and is subject to disclosure under the FOIA.*

### Requester Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company/Affiliation (optional) \_\_\_\_\_

Phone \_\_\_\_\_

\*E-mail \_\_\_\_\_

\*By providing an e-mail address, you are agreeing to receive official correspondence from the Town at this electronic address. Please check your security settings to allow correspondence from [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov). Notify us if your e-mail address changes.



# TOWN OF OLD LYME

---

OFFICE OF THE SELECTMEN

52 Lyme Street  
Old Lyme, CT 06371

## Freedom of Information Act Request

### 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*):