

Town of Weston
Freedom of Information Act - Request For Records
C.G.S. § 1-200 et seq.

(Rev. 08/22)

- The Freedom of Information Act (FOIA) allows the public to request existing public records from Town agencies or officials. Submitting questions is not an appropriate FOIA request.
- This Request for Records is a public record subject to disclosure under FOIA.
- General information regarding FOIA may be viewed at: <https://portal.ct.gov/FOI>

How to Receive Records?

1. Records may be inspected by the Requester and copied by Town staff, subject to \$0.50 per page copy fee (C.G.S. § 1-212);
2. Records may be inspected and scanned by the Requester using a handheld scanner, subject to \$20.00 scan fee (C.G.S. § 1-212);
3. Records may be received by email or an electronic storage device, subject to costs incurred by the Town (C.G.S. § 1-212); or
4. If the Requester does not have computer access, records may be received by mail, subject to costs incurred by the Town (C.G.S. §§ 1-211, 1-212).

If the request is for inspection of records, a Town representative will contact you to make arrangements.

Part I: Requester Information

Name _____

Mailing address _____

City _____ State _____ ZIP Code _____

Phone _____ Ext. _____ Fax _____

Email _____

Preferred Method of Receipt: Inspection & Copy/Scan Email USB Drive Mailing Address

Part II: Description of Records Request

Describe the type(s) of record(s) requested, provide keywords for a records search, or identify a specific record: _____

_____ This Request is made to the following Town Department(s)/Agency(ies)/Official(s): _____

_____ This Request is for records from the time period beginning, _____ and ending, _____ .