

The Connecticut Freedom of Information Act (FOIA) gives you the right to request and obtain records of public agencies within certain limitations. CRCOG 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 CRCOG 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 law requires prompt production of public records but does not have a specific timeline for fulfilling a request. The FOIA request to the CRCOG should be in writing, detailing the type, subject matter, date(s) of the records requested and format to receive document(s). Authorizations and/or other documentation should be attached if needed. You may pick up an FOIA Request Form at CRCOG or by e-mailing [info@crcog.org](mailto:info@crcog.org).

**FOIA Fees (See Summary of Charges):**

There will be charges associated with 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. FOI charges will not supersede allowable fees. CRCOG is entitled to require prepayment of fees of ten dollars (\$10.00) or more in accordance with Connecticut Statute (CGS §1-212(c)). Requester will be advised in writing of cost to provide information prior to request being fulfilled by CRCOG. A brief summary of charges for fulfilling FOIA requests is attached.

**To Submit FOIA Request:**

Completed forms must be submitted to the appropriate Department in person, by mail, or email to the Department. Please note that your request is also a public record and subject to disclosure. .

**Summary of Charges:**

A.	To discuss existing records	No Charge
B.	A copy of an existing record, non-certified pages [CGS 1-212(2)] <i>Two sided documents are two pages.</i>	\$.50 * (no charge for e-mail)
C.	To certify a document [CGS 1-212€] or any fact appearing therefrom	1 <sup>st</sup> page: \$1.00 and each add'l page: \$.50
D.	A record or report from a standardly available computer run – per page (existing report option) (NOTE: does not include special programming, reformatting or custom reports)	\$.50 (no charge for e-mail)
E.	Computer formatting and/or programming to produce a specialized or custom report [CGS§1-212(b)(1)]	Actual salary-rate/hour of CRCOG staff (plus \$.50 per page; or actual cost of outside vendor and/or materials to fulfill request
F.	Computerized information stored with our outside vendors which CRCOG has to pay for, if obtained, to honor the request	Actual vendor cost and materials to fulfill request
G.	Copies CRCOG data available on separate electronic media [CGS§1-212(b)(3)]	Actual Cost of Electronic Media
H.	Public request for hard copies of Board and Committee agendas, minutes and notices by standard USPS surface mail	Actual postage cost to mail and \$.50 per page
I.	E-mails of agendas, minutes and notices created for CRCOG business that are already archived in electronic form, if available per Connecticut State Library Records Disposition Guidelines	No Charge – You must retrieve from the CRCOG website

**FOIA REQUEST FORM**

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:**

1. Department Requesting Records From: \_\_\_\_\_

2. Please list/describe the document(s) you are requesting. Please be specific, i.e. include date range and exact information. If you are not sufficiently specific, we may not be able to identify the document(s), and this may delay your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Receipt of documents: \_\_\_ Review documents **OR** \_\_\_ Receive copies

4. Format to receive document(s): \_\_\_ Paper Copies **OR** \_\_\_ e-mail  
**OR** \_\_\_ Other Media (please specify): \_\_\_\_\_

I agree to pay such fees and costs per FOIA Fees (per Summary of Charges) prior to the release of documents to me. I understand that payment is due to the Department from which I am requesting records. I understand that the fees may be waived if I, the requester, am receiving public assistance or can demonstrate other facts showing my inability to pay due to indigence (CGS § 1-212(d) (1)).

Signature of Requester: \_\_\_\_\_