



Freedom of Information Request Form

FOI requests for copies shall be submitted to the Town of Preston First Selectman's Office

Name: _____ Date Requested: _____

Street Address: _____

Company (if applicable): _____

Mailing Address: _____

Email Address (optional): _____

Telephone Number: _____

- I want to:
- Receive an electronic copy of a computer-stored public record*
 - Receive hard copies of the documents requested

Describe specifically the documents you are requesting. Requests that are vague and non-specific may result in a delayed response.

- The fee per 8.5"x11" page copied is \$0.50; there is an additional charge for a certified copy.
- If the total estimated amount for the copies is \$10.00 or more, payment must be submitted in advance.
- The fee may be waived if the requester is receiving public assistance or can demonstrate other facts showing inability to pay due to indigence.

The Town of Preston has no legal obligation, and will not perform analytical work, studies, investigations, calculations, or program reviews, or create any document in response to a Freedom of Information Request.

*** The Town can charge you the costs of any formatting and/or programming functions and the storage device necessary to comply with your request.**

Do Not Write Below- For Office Use Only

Date Request Received: _____ Date Copies Retrieved: _____

Number of Pages copied: _____ Total Cost: _____

Payment Type: Cash Check # _____ Fee Waived (indigent)

It has been determined by the Town that the request benefits the public welfare therefore the fee has been waived.

Freedom of Information Requests

The Town of Preston has no legal obligation, and will not perform any analytical work, studies, investigations, calculations, program reviews, or create any document in response to a Freedom of Information Request. The Town can charge you the costs of any formatting and/ or programming functions and the storage device necessary to comply with your request.

To make a formal Freedom of Information request, please submit the request in writing to the First Selectman's Office and either:

- a) **Mail** the written request to the First Selectman's Office, 389 Route 2, Preston, CT 06365
- b) **Hand Deliver** the written request to the First Selectman's Office, first floor of Town Hall 389 Route 2, Preston
- c) **Fax** the written request to the First Selectman's Office: 860-885-1905
- d) **Email** the written request to the First Selectman's Office: nsmullen@preston-ct.org

In accordance with the Connecticut Freedom of Information Act, most public records or files are available to the public for inspection during regular office hours but there is a fee for copies, printouts or transcriptions. Fee Schedule:

- Standard paper 8.5"x 11" = \$0.50 each
- Assessor maps 11"x 17" = \$1.00 each
- Land use plans/ blueprints 24"x 36" = \$5.00 each
- There is an additional charge for a certified copy
- If the total estimated amount for the copies is \$10.00 or more, payment must be submitted in advance.
- The fee may be waived if the requester is receiving public assistance or can demonstrate other facts showing inability to pay due to indigence.

Acceptable forms of payment: Cash, Check or Money Order

Please make checks payable to: Town of Preston

Within four business days of when the request has been received (excludes Mondays, holidays, weekends), a written acknowledgement of such request from the First Selectman's Office will be sent to the requester. We will research town files for the requested information as soon as possible and advise the requester of its status.