



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### REQUESTING COPIES OF PUBLIC RECORDS

#### UNDER THE CONNECTICUT FREEDOM OF INFORMATION ACT

The Connecticut Freedom of Information Act, enacted in 1975, is a series of laws that guarantee the public access to public records and public meetings of governmental bodies in Connecticut. Please use this form to request copies of public records from the Town of Winchester, CT.

*Directions: Please fill out this form thoroughly and accurately and submit the completed document to the Town Manager's Office. Under the law, the Town may take up to four business days from the day this form is submitted to indicate that it has received your request and has either (1) generated an estimated requestee cost and delivery date or (2) has denied your request for some reason under the law.*

*Fee Information: If fees are required to process the request, you will be responsible for informing the Town that you wish to proceed after they have supplied you with an estimated cost. Fees are levied in accordance with a fee schedule adopted by the Board of Selectmen, included as Appendix A on this form for your convenience. Fees shall be collected by the Town Manager's Office; fees equal to or greater than \$10.00 must be paid in advance of the documents being released or made viewable by the Town. Fees may only be waived by the Town Manager in accordance with CGS Sec. 1-212(d). New requests may not be made by a given members of the public until that individual has paid all fees associated with their prior requests are paid in full.*

*Other Information: Nothing in this document or in the Town's ordinances require the Town's creation of documents not previously in existence. All requests will be processed as quickly as possible in the course of business, and we appreciate your understanding as our busy staff work to accommodate your request.*

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

Requestor's Email Address: \_\_\_\_\_

I will accept documents in a(n): \_\_\_\_ Electronic Format \_\_\_\_ Paper Format \_\_\_\_ Either

Detailed Description of Public Records Requested:

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*By signing below, I understand that I am seeking public records (documents) kept in the regular course of business by the Town of Winchester, CT, and that the Town of Winchester has no responsibility to generate new documents as a result of this request. I understand that I may be charged fees in association with the copying of documents in accordance with the attached fee schedule (Appendix A), as adopted by the Board of Selectmen. I further acknowledge and understand that these requests take time to fulfill and accept that the Town of Winchester will work as quickly as possible to tend to my request in the standard course of business.*

Signature of Requestor: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

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***For Town Use Only:***

Date Request Received in Town Manager's Office: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date of Request Recognition: \_\_\_\_\_

If Denied, Date of Notification: \_\_\_\_\_

Fees Required: \_\_\_\_\_

If Denied, Rationale: \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_

\_\_\_\_\_

Date Request Fulfilled: \_\_\_\_\_

\_\_\_\_\_

*I certify that the above-listed information is true and accurate and that the Town of Winchester has fulfilled its obligations to reasonably respond to this request made under the Freedom of Information Act.*

\_\_\_\_\_  
Signature of Overseeing Town Official

\_\_\_\_\_  
Date

## APPENDIX A – Fee Schedule

The Town shall levy fees for all requests made under the Freedom of Information Act in accordance with the following schedule (as per Town of Winchester ordinances, last updated in 2022):

Viewing Documents (no copies made)	Free of Charge
Photographing or Self-Copying Documents (on a cell phone, etc.)	A flat rate of \$20.00 for as many pictures as the requestor wishes to take per FOIA request, as outlined in CGS Sec. 1-212(g).
Printed 8.5x11” Copies Provided by Town	\$0.50 per page.
Oversized Printed Copies Provided by Town	\$6.00 per copy.
Computer-Stored Public Records pursuant to C.G.S. 1-211(a)	<ul style="list-style-type: none"><li>(a) An amount equal to the hourly salary attributed to all agency employees engaged in providing the requested computer-stored public record, including their time performing the formatting or programming functions necessary to provide the copy as requested, but not including search or retrieval costs.</li><li>(b) An amount equal to the cost to the agency of engaging an outside professional electronic copying service to provide such copying services, if such service is necessary to provide the copying as requested.</li><li>(c) The actual cost of the storage devices or media provided to the person making the request in complying with such request.</li></ul>