



# TOWN OF GROTON

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

*FOIA requests for review of documents, copies or printouts should be made in writing. This form may be used as your written request. Town staff will acknowledge receipt of the request within 72 hours. Once complete, you will be notified as to when the documents will be available. The cost for FOIA copies is \$.50 per page. Forms can be dropped/mailed/emailed to the relevant department, the Town Manager, or the Town Clerk's Office at 45 Fort Hill Road, Groton, CT 06340.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Department: \_\_\_\_\_

Please be as detailed as possible in the description for your requested documents. The FOIA does not require municipalities to conduct research, create new documents or make subjective determinations. This form is in accordance with Connecticut Freedom of Information Act, Connecticut Act § 1-200 et seq.

During the time period of: \_\_\_\_\_, I am requesting the following information for office review  or for copies .

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**Department use only**

*Upon receipt of this form, please send a copy to the Town Manager and Town Clerk*

Date request received: \_\_\_\_\_ Date documents reviewed or copies received: \_\_\_\_\_

No. of pages: \_\_\_\_\_ Cost: \_\_\_\_\_

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