



FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS FORM

Note: It is not required to use this form when requested information under FOIA. This request is also a public record and subject to disclosure. FOIA allows for the request of documents – questions are not an appropriate FOIA request. Completed forms may be submitted in person or by mail at Office of the First Selectman, Lisbon Town Hall, 1 Newent Road, Lisbon, CT 06351; or via email tsparkman@lisbonct.com.

REQUESTOR INFORMATION

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

COMPANY (IF APPLICABLE): _____

EMAIL: _____

I would like to *(please check all that apply)*:

- ☐ Receive an electronic copy of computer-stored public record
- ☐ Receive hard copies of the documents requested

DESCRIPTION OF RECORDS REQUESTED

(Requests that are non-specific/vague may result in a delayed response time).

This request for the disclosure of information is for the following period of time:

Beginning: _____ Ending: _____

FEES

- Copy charges: .50 cents per 8.5" x 11" page. Certified copies will incur an additional fee.
- Payment must be submitted in advance by cash (in person only) or check. *Credit and debit cards are not accepted.*
- Additional charges may be incurred for costs to the Town for any formatting and/or programming functions, as well as for the storage device necessary to comply with your request.
- The fee may be waived if the requester is receiving public assistance, or can demonstrate inability to pay due to indigence.
- The Town of Lisbon has no legal obligation to, and will not perform, analytical work; studies; investigations; calculations or program reviews; nor will it create any document in response to an FOIA request.

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| DO NOT WRITE BELOW – FOR OFFICE USE ONLY |
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Date Request Received: _____ Date Copies Retrieved: _____

Number of Pages Copied: _____ Total Cost: _____

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