



**STATE OF CONNECTICUT**  
**TOWN OF FAIRFIELD**  
**FREEDOM OF INFORMATION POLICY**

The Town of Fairfield is committed to the principle that access to public records and meetings of public agencies is critical to good government. The Connecticut Freedom of Information Act (FOIA) gives you the right to request and obtain records from public agencies within certain limitations. You may request records that are not already available on the internet through the Town of Fairfield website. The Town has no obligation to 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 Town Records per the Connecticut State Library. Records that have exceeded the required retention may no longer be available.

To ensure the Town's compliance with the Connecticut Freedom of Information Act (Conn. Gen. Stat. §§ 1-200 et seq.) ("CT-FOIA") we have established a uniform procedure for (i) requesting access to inspect or receive a copy of public records in the custody of the Town and (ii) the City's response to such requests. With specific exceptions set forth under CT-FOIA, members of the public have the right to inspect and/or receive a copy of public records upon request.

Requesters should be aware that the Town receives many requests for information under FOIA, and that Town personnel require time to gather and review responsive records. The Town works to provide complete responses, but doing so takes time, and patience is requested and appreciated, as these requests are fulfilled.

**FOIA Request**

Requests to inspect or copy public records under CT-FOIA shall be submitted to the Town's Human Resources Department in writing or reduced to writing if made orally. The FOIA request to the Town should detail 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. Each requester is encouraged to provide the Town with a completed Public Records Request Form to ensure a clear and complete understanding of the records requested. Using this form will ensure that the Town has the information needed to process the request efficiently.



The Town of Fairfield shall acknowledge receipt of requests within 4 days and may seek clarification, as necessary. The Town's Department(s) having custody of the requested record(s) will conduct a search for the records in the ordinary course of business and in the order received. As appropriate and necessary, records will be reviewed to determine whether any or all of the record is exempt from disclosure under CT-FOIA. If the Town determines a record, in whole or in part, is exempt, it will provide notice.

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

Please be advised that you or your designated representative will be offered the opportunity to review responsive documents or materials at no charge. However, there will be charges associated with allowing you to electronically scan materials and/or 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 and Town of Fairfield Policies. FOI charges will not supersede allowable fees. The Town is entitled to require prepayment of fees of ten dollars (\$10.00) or more in accordance with Connecticut Statute (CGS §1-212(c)). The Requester will be advised in writing of the cost of the records prior to the request being fulfilled by the Town.

### **Submission of FOIA Request Other than Police Reports:**

Completed forms must be submitted to the Department of Human Resources by mail (Sullivan Independence Hall, 725 Old Post Road, Fairfield, CT 06824) Center Road, or email at [FOIA@fairfieldct.org](mailto:FOIA@fairfieldct.org). Please note that your request is also a public record and subject to disclosure.

**To Request Police Reports:** Instructions and fees to obtain police reports are located on the Fairfield Police Department website at <https://fpdct.com/records/>.

### **Links to Forms:**

- [FOIA Request Form](#)
- [Affidavit of Indigency Form](#)