

TOWN OF ESSEX

FREEDOM OF INFORMATION REQUESTS

SUMMARY OF CHARGES *

The fees are charged in accordance with Connecticut Statute (CGS §1-212) and as established by the Town. FOI charges listed below will not supersede those allowable fees that are established in other Connecticut Statutes such as fees for vital records provided through the Town Clerk or other municipal functions.

**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)). Requester will be advised in writing of cost to provide information prior to request being fulfilled by the Town.*

A.	To review existing records (No scanning, copying, imaging)	No charge
B.	To discuss existing records	No charge
C.	A copy of an existing record, non-certified pages [CGS§1-212(2)] <i>Two sided documents are two pages</i>	\$.50 *
D.	Use of a "hand-held scanner" (or similar digital imaging device) by the public to make copies/images of public documents	\$20/day *
E.	To certify a document [CGS§1-212(e)] or any fact appearing therefrom	1 st page: \$1.00 ea. add'l page: .50 ea.
F.	Maps, surveys, or records [CGS§1-212(b)(2)(3)] <ul style="list-style-type: none">• A copy of plans or a Mylar® not recorded per sheet [CGS§1-12(2)]• A copy of a recorded Mylar per sheet• A photo copy or reproducible copy of a document by an outside vendor	Varies (<i>estimate w/b provided</i>) \$5.00 Actual vendor cost
G.	A record or report from a standardly available computer run – per page (existing report option) <i>(NOTE: does not include special programming, reformatting or custom reports)</i>	\$.50
H.	Computer formatting and/or programming to produce a specialized or custom report [CGS§1-212(b)(1)]	Actual salary-rate / hour of Town staff (<i>as determined by Town Finance</i>) plus \$.50 per page; or actual cost of outside vendor and/or materials to fulfill request
I.	Computerized information stored with our outside vendors which we would have to pay for, if obtained, to honor the request	Actual vendor cost and materials to fulfill request
J.	Copies of Town data available on tapes, disks, or other requests fulfilled on separate electronic media [CGS§1-212(b)(3)]	Actual cost
K.	Board and Commission Members requesting copies of documents specifically relevant to the current activities of the Board or Commission for the purpose of working in conjunction on the same issue	No charge
L.	Public request for paper copies Board and Commission agendas, minutes, and packets by standard USPS surface mail	Actual cost to mail and \$.50 per page
M.	E-mails of agendas , minutes and information packets created for Town business that are already archived in electronic form	No charge

Effective XX, 2015

R:HR/FOI-Summary of Charges Chart