

FREEDOM OF INFORMATION ACT REQUEST FORM

Please fill out this form completely and mail it to:

**Town of Stratford
2725 Main Street
Stratford, CT 06615
Attn: Town Attorney's Office**

Today's Date	
Requestor's Name	
Company (if applicable)	
Requestor's Address	
Requestor's Telephone No.	
Requestor's Email Address	

Please state with specificity the records requested. Please note that the Town of Stratford is not required to create documents in response to a request for records. The Town is only required to allow access or provide copies of existing records that are sufficiently identified. Certain records may be subject to exemptions or privileges as provided by the Connecticut Freedom of Information Act.

A separate request form for each Town Department or Town Official that you are requesting the information is required.

SPECIFIC AGENCY, DEPARTMENT, COMMITTEE/COMMISSION/BOARD:**DESCRIPTION OF RECORDS REQUESTED:****SPECIFIC DATE(S) OF REQUESTED RECORD(S):****ELECTRONIC COPIES PREFERRED (if available) PLEASE PROVIDE EMAIL ADDRESS:**

PRINTED COPIES PREFERRED – PLEASE PROVIDE MAILING ADDRESS:

By signing this form below, you agree to pay such fees and costs prior to the release of documents to you. Payment is due by a check or money order made payable to the Town of Stratford.

Requestor's Signature

Dated: _____

Requesters should be aware that the Town of Stratford receives many requests for information under FOIA and that Town personnel require time to gather and review responsive records. The Town makes every effort to provide complete responses but doing so takes time, so patience is requested and appreciated as these requests are fulfilled. Requests for voluminous records may be delayed beyond the 15 day allotment.

NOTE: 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 available on the Town of Stratford's website. The Town has no obligation to perform analytical work, studies, investigations, calculations, research or reviews or create any special/customized document/materials retrieval in response to a FOIA request. Only public documents/records that currently exist are subject to the Act. 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.

For Office Use Only:

Received by Town Attorney's Office:

Name: _____ **Date:** _____