

TOWN OF GROTON

FREEDOM OF INFORMATION ACT REQUEST FORM

FOIA requests for review of documents, copies, printouts or USB data storage device should be made in writing. This form may be used as your written request. Town staff will acknowledge receipt of the request within 96 hours. Once complete, you will be notified as to when the documents or USB storage device will be available. The Town of Groton has no legal obligation to, and will not perform analytical work, studies, investigations, calculations, or program reviews, or create any document in response to a FOIA Request.

Date:	-
Name:	Address:
Phone Number:	Email Address:
Requested Department:	
	conduct research, create new documents or make subjective determinations.
During the time period of: information for office review	, I am requesting the following ew \square for printed copies \square or provided on a USB data storage device \square
Upon receipt of t	this form, please send a copy to the Town Manager and Town Clerk.
Department use only	*Prior legal authorization is required.
Date request received:	
Date documents reviewed, cop	pies provided or USB data storage device received:
Fee will be charged in advance be expected at the time of pick	e of \$10 or more to process the FOIA request. If the fee is less than \$10, payment will c-up or delivery.
\$for photocopi	ies of pages at \$0.50 each.
\$for USB data	storage device.
\$salary for	employee hours necessary for computer reformatting/reprogramming. *
\$fees of outside	le contractor necessary for copying/retrieval of electronic data *
\$ TOTAL DUE	3