

## **Connecticut FOIA Public Records Request Template**

Dear [Agency Name],

In accordance with the Freedom of Information Act, Conn. Gen. Stat. §§ 1-200 -242, I request copies of the following records:

[Enumeration of Records]

Because FOIA governs information recorded “by any . . . method,” Conn. Gen. Stat. § 1-200(5), your search for records should include electronic as well as tangible sources, that is, all records or communications preserved in electronic or written form, including but not limited to correspondence, interoffice memoranda, intraoffice memoranda, documents, data, videotapes, audio tapes, mails, faxes, files, guidance, guidelines, evaluations, databases, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, rules, technical manuals, technical specifications, training manuals, or studies.

I have addressed this request to you in the belief that you are the custodian of such records. If you are not, please forward this request to the proper custodian of such documents and inform me of who the proper custodian is.

[This request is made to benefit the general public welfare as we are investigating the constitutionality of [insert] by [insert] in this incident. For this reason, we request that the you waive all fees associated with this request pursuant to Conn. Gen. Stat. § 1-212(d)(3). If you do not agree to waive these fees, please provide us with a basis for your decision.] or [I am prepared to pay reasonable costs for copies of the records upon delivery, provided that the total does not exceed \$[maximum]. If the total cost of producing the records would exceed \$[maximum], please notify me before incurring the expense.]

If an otherwise public record has a portion that is exempt from disclosure, you should redact the exempt portion and release a copy of the rest of the record together with a notation identifying the specific exemption that you believe applies to the portion withheld. If you have questions about this request, please feel free to contact me.

Sincerely,

[Your Name]