

Town of Lebanon, CT
Administrative Policies and Procedures
Freedom of Information Act Requests (FOIA)

Policy

The purpose of this policy is to provide local procedures in support of the Connecticut General Statutes, Chapter 14, Freedom of Information Act which guarantees public access to all public records maintained or kept on file by a municipality. This Policy implements the clerical procedures necessary to promptly respond to such FOIA requests.

1. The Town shall promptly provide requested information in compliance with the law.
2. Records maintained in the Town Hall are public records and are available for public inspection during regular business hours.
3. Certain records such as payroll records, employment records, vital statistics and other documents that contain confidential and personal information, including Social Security numbers and personal bank account information, may require redaction of personal or confidential information prior to release.
4. Full or limited access to these records may be available in accordance with the Disclosure Requirements established in the statutes.

Procedure

1. It is recommended that FOIA requests be submitted to the First Selectman's Office using the FOIA request form. Electronic, hard-copy and verbal requests are also acceptable.
2. The Selectman's Office will process the request in accordance with this policy.
3. The Office will notify the requester if the information being sought is available on the Town's official website www.lebanontownhall.org. Should the information not be available, or if the requester still seeks to have the document provided by the First Selectman's Office, the request will be processed and the information provided in a timely manner.
4. The First Selectman's Office will acknowledge receipt of the request within four business days.
5. The First Selectman's Office will forward the request to the appropriate department.
6. Should the material not be available or if clarification is needed, the requester will be contacted.
7. If the requested material is voluminous or other difficulty is encountered:
 - a. the requester will be notified of a reasonable date in which the documents will be made available or
 - b. it may be suggested to the requester that he/she come into the Town Hall to view the records prior to copying or
 - c. requests for excessive copies will be handled in accordance with Sec. 1-212(2) of the Ct. General Statutes.
8. Exempt records shall be in accordance with CGS Sec. 1-210(b).