

Hagaman Memorial Library
Freedom of Information Act (FOIA) Request Policy

The Connecticut Freedom of Information Act, Sec. 1-210 (Formerly Sec. 1-19). Access to public records. Exempt records states: "(a) Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with subsection (g) of section 1-212, or (3) receive a copy of such records in accordance with section 1-212. Any agency rule or regulation, or part thereof, that conflicts with the provisions of this subsection or diminishes or curtails in any way the rights granted by this subsection shall be void. Each such agency shall keep and maintain all public records in its custody at its regular office or place of business in an accessible place and, if there is no such office or place of business, the public records pertaining to such agency shall be kept in the office of the clerk of the political subdivision in which such public agency is located or of the Secretary of the State, as the case may be. Any certified record hereunder attested as a true copy by the clerk, chief or deputy of such agency or by such other person designated or empowered by law to so act, shall be competent evidence in any court of this state of the facts contained therein."

The library is committed to providing citizens and taxpayers access to applicable public records under the Act. The request should be in writing, should be specific as possible when describing the records the person is seeking, and may be submitted by facsimile, U.S. mail, special carrier, or email. The Library will reply within 4 business days on the status of the request (i.e. whether granted or rejected) for information from a person. A request made orally will also follow the 4 business days in which the Library will respond to the status of the request for information from a person.

Access for a person to inspect applicable public records under the Act will be complied with during the Library's regular business hours. The person is to specify the records to be inspected at the Library. The Library will set an appointment with the person for inspection of records within a reasonable period of time and a Library employee must be present throughout the inspection.

To reimburse the Library for our actual costs for reproducing requested records, a person will be charged the following fees:

- The Library will charge \$.50 per page.
- Electronic records may be charged at the actual cost of the recording medium.
- There is a \$3.00 charge for each certification of records

The Library's Freedom of Information Officer (FOIA Officer):

- Bruce George
Library Director
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Further information on the Connecticut Freedom of Information Act can be obtained from the following Websites:

-The State of Connecticut's Freedom of Information Commission at <https://www.ct.gov/foi/site/default.asp>

-The Connecticut Judicial Branch Law Libraries on the complete statute of the Connecticut Law About Freedom of Information at <https://www.jud.ct.gov/lawlib/law/foi.htm>

Approved by the Hagan Memorial Library Board of Trustees on June 24, 2019