

# Cromwell Fire District

## Accounting & Administrative Policies & Procedures

**RE:** Freedom of Information Policy

---

### *Purpose*

The purpose of this policy is to provide clarification and guidance regarding Freedom of Information requests from members of the public. Except as otherwise provided by federal law or by state statute, the Freedom of Information Act, Connecticut General Statutes Chapter 14 guarantees public access to all public records maintained or kept on file by a municipality.

### *Policy*

The Cromwell Fire District is committed to provide requested information in compliance with the law. Public records are maintained in the District's Administrative Office, 1 West Street, Cromwell, CT 06416 and are available for public inspection during regular business hours.

Certain records such as payroll records, employment records, EMS records and other documents that contain confidential and personal information, including Social Security numbers, personal bank account information, and personal medical information covered under HIPPA are not open for public inspection.

Full or limited access to these records may be available in accordance with the disclosure requirements established in the statutes. Any concern regarding whether a particular item may be disclosed should be promptly addressed to the District's Attorney.

Payment for copies of documents may be made as itemized on the Freedom of Information fee schedule of the Cromwell Fire District.

The Cromwell Fire District's Freedom of Information Request Form should be completed for any document not readily available for public inspection in the District's Administrative Office.

The District will respond to the requester within four business days either by providing the material, denying the request, asking for clarification of the request if needed, or if the requested material is voluminous or other difficulty is encountered, by establishing a reasonable date upon which the documents will be made available.

When copies are not requested, the District may arrange (with the applicant) for public inspection of requested information subject to disclosure per statute.

Payment must be received prior to the release of the documents.

If the requested information exists in the form of a document and is not in draft form, it will be provided, but documents exempted by law from release or availability to the public per, for example, C.G. S. § 1-210(b), will not be released or made available.

**FREEDOM OF INFORMATION REQUESTS**  
**SUMMARY OF CHARGES**

To review existing records	No Charge
To discuss existing records	No Charge
A copy of an existing record non-certified page	\$.50 per Page
A copy of an existing records certified	\$1.00 first Page/\$.50 each Additional Page
Maps, surveys, or records	\$.50 per Page
A record or report from a computer run – per page (existing menu report)	\$.50 per Page
Formatting and/or programming to produce a specialized report	Actual Cost = .50 per Page
Other records	Actual Cost + \$.50 per Page
Public request for a subscription to receive Commission Agendas and Minutes by mail for the entire year	\$50 per Year

The fees are in accordance with CGS§1-212 and as established by the Board of Commissioners.