

Freedom of Information Requests

The Town of Portland 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 Freedom of Information Request. The Town can charge you the costs of any formatting and/or programming functions and the storage device necessary to comply with your request.

To make a formal Freedom of Information request, please submit the request in writing to the First Selectman's Office and either:

- a) **mail** the written request to the First Selectman's Office, P.O. Box 71, Portland, CT 06480-0071
- b) **hand deliver** the written request to the First Selectman's Office, 2nd floor of Town Hall, 33 East Main Street
- c) **fax** the written request to the First Selectman's Office: 860-342-6714
- d) **email** the written request to the First Selectman: sbransfield@portlandct.org

For your convenience, you may use the following [FOI Request form](#)

In accordance with the Connecticut Freedom of Information Act, most public records or files are available to the public for inspection during regular office hours but there is a fee for copies, printouts or transcriptions. Fee Schedule:

- standard paper 8.5"x11" = 50¢ each
- assessor maps 11"x17" = \$1.00 each
- land use plans/blueprints 24"x36" = \$5.00 each
- there is an additional charge for a certified copy
- If the total estimated amount for the copies is \$10.00 or more, payment must be submitted in advance.
- The fee may be waived if the requester is receiving public assistance or can demonstrate other facts showing inability to pay due to indigence or if it is in direct relation to the requester's official duties.

Acceptable forms of payment: Cash, Check or Money Order

Please make checks payable to: Town of Portland

Within four business days of when the request has been received (excludes holidays, weekends), a written acknowledgement of such request from the First Selectman's Office will be sent to the requester. We will research town files for the requested information as soon as possible and advise the requester of its status.