

SAMPLE FOIA REQUEST TEMPLATE

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.

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.

SAMPLE REQUEST-RENEWAL LANGUAGE

If 30 Days Since Date of Request

Note: If you are planning an appeal to the Freedom of Information Commission more than 30 days from your request, you ought to send a renewed request to re-start the clock.

On [date] I sent [town/city] a public records request (enclosed) in accordance with the Freedom of Information Act, Conn. Gen. Stat. §§ 1-200-242. This [email/letter/etc.] renews that request. Kindly produce the records by [deadline].