

**TOWN OF MANSFIELD**  
**FREEDOM OF INFORMATION REQUESTS**  
**SUMMARY OF CHARGES**

A.	To review existing records	no charge
B.	To discuss existing records	no charge
C.	A copy of an existing record, non-certified page [CGS§1-212(2)] <i>Two sided documents are two pages</i>	\$.50
D.	To certify a document [CGS§1-212(e)]	\$1.00 first page \$.50 each additional page
E.	Maps, surveys, or records [CGS§1-212(b)(2)(3)] 1. A copy of plans or a Mylar® not recorded per sheet [CGS§1-12(2)] 2. A copy from a recorded Mylar® per sheet [CGS§7-34a(a)] 3. A photo copy or reproducible copy of a document by an outside vendor	\$.50 \$1.00 actual cost
F.	A record or report from a computer run – per page (existing menu report)	\$.50
G.	Computer formatting and/or programming to produce a specialized report [CGS§1-212(b)(1)]	actual salary of staff (as determined by Information Technology), plus \$.50 per page
H.	Computerized information stored with our outside vendors which we would have to pay for, if obtained to honor the request	actual cost of outside vendor
I.	Copies of tapes, disks, or other electronic media [CGS§1-212(b)(3)]	actual cost
J.	Board and Commission Members requesting copies of documents specifically relevant to the current activities of the Board or Commission for the purpose of working in conjunction on the same issue	no charge
K.	Public request for Board and Commission agendas, minutes, and packets by mail	actual cost to mail and \$.50 per page
L.	Emails of agendas and minutes	no charge

The fees are in accordance with CGS§1-212. FOI charges will not supersede those fees established in statutes such as fees for vital records.

Effective August 11, 2025