



## TOWN OF MANSFIELD POLICY MEMORANDUM

**To:** All Town Employees  
**From:** Ryan J. Aylesworth, Town Manager  
**Prepared by:** Maria Capriola, Chief of Shared Services and Administration;  
Sara-Ann Chaine, Town Clerk  
**Date:** February 1, 2009; Revised September 23, 2009, August 11, 2025  
**Subject:** Freedom of Information Policy

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### I. 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 the municipality.

### II. Policy

The goal of the Town of Mansfield is to courteously and promptly provide requested documents in compliance with the law. Public records maintained in the Office of the Town Clerk are available for public inspection during regular business hours. Certain records such as payroll records, employment records, vital statistics and other documents that contain confidential and personal information, including Social Security numbers and personal bank account information, 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 Office of the Town Manager, and possibly then referred to the Town Attorney. Payment for copies of documents may be made as itemized on the Freedom of Information fee schedule of the Town of Mansfield.

The Town of Mansfield's Freedom of Information Request Form should be completed for any document not readily available for public inspection in the Office of the Town Clerk. These forms are available in the Office of the Town Clerk and on the Town's website at [www.MansfieldCT.gov/TownClerk](http://www.MansfieldCT.gov/TownClerk). Completed FOI requests will be promptly forwarded to the appropriate

department(s) and the Office of the Town Clerk will respond to the requester within four business days to confirm receipt of the request.

When copies are not requested, individual departments may arrange (with the applicant) for public inspection of requested information subject to disclosure per statute. Public inspection of documents may be viewed in the Office of the Town Clerk.

When a requestor prefers to take copies of the requested documents, copies of those requested documents shall be forwarded to the Office of the Town Clerk and payment must be received by the Town Clerk prior to the release of the documents. Fees will be waived if the applicant is receiving public assistance or can show an inability to pay due to indigence.

The Town of Mansfield 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. 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. Again, in questionable instances, consultation should be made with the Town Manager, who may refer the matter to the Town Attorney. In the case of a voluminous request, every effort will be made to provide responsive documents in batches as they become available.

### **Process**

- 1) Freedom of Information Request forms may be filed in the Office of the Town Clerk or on the Town's website at [www.MansfieldCT.gov/TownClerk](http://www.MansfieldCT.gov/TownClerk).
- 2) To support timely and complete responses, the Town Clerk will assign a unique request number to each FOI submission to help manage internal tracking.
- 3) Requests will be promptly disseminated to the appropriate department(s).
- 4) Any questions regarding the legality of disclosure must be promptly addressed to the Town Manager for possible consultation with the Town Attorney.
- 5) Within four business days, the Office of the Town Clerk will respond to the requestor to confirm receipt of the request.
- 6) The Office of the Town Clerk will contact the requestor to request clarification regarding the request, if necessary; to notify the requestor that the responsive documents are ready; or to deny the request.
- 7) If no copy is requested, records subject to disclosure requirements as established in the statutes may be inspected at the Office of the Town Clerk.

If hard copies are requested they will be forwarded to the Office of the Town Clerk for release, upon payment or waiver of the legally required fees.

**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

