

FOIA (Freedom of Information Act)

The New Milford Public Library as a Connecticut State governmental entity complies with the Connecticut Freedom of Information Act, Connecticut General Statutes § 1-200, et seq.

The Library Director will be the Records Access officer. A person may request information and records available to the public in the following manner: Use the Freedom of Information Law request form (attached). Direct the request to the following address: Records Access Officer New Milford Public Library 24 Main Street New Milford, CT 06776. Specify the records requested to be disclosed for inspection or to be copied. If you desire any records, be certified, you must specify which ones. Reimburse us for our actual costs for reproducing and certifying (if requested) the records. You will be charged the following fees: \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records. The Library Director will respond to a written request within four working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained. The FOIA request will be reviewed by the Town of New Milford for legal purposes. Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection. To make an appeal about the decision of the FOIA officer to the president of the Board of Trustees, use the Freedom of Information Law Appeal form (attached). All appeals must be submitted within 30 days of a denial. If the Board of Trustees denies the request. An appeal can be made to the Freedom of Information Commission, 165 Capitol Ave., Suite 1100, Hartford, CT 06106 or by electronic mail to: foi@ct.gov.

Approved by the New Milford Public Library Board of Trustees on 10/18/23