

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.

Submit the FOIA request in writing to the First Selectman's Office:

1. Mail: First Selectman's Office, P.O. Box 71, Portland, CT 06480-0071
2. Hand Deliver: First Selectman's Office, 2nd floor in Town Hall, 33 East Main Street
3. Fax: First Selectman's Office, (860) 342-6714
4. Email: FOIA@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 ½ x 11")	\$0.50 each
Assessor Map (11 x 17")	\$1.00 each
Land Use Plans/Blueprints (24 x 36")	\$5.00 each
Certified Copy	\$2.00 per certification

- 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

You will receive an acknowledgement of your request within four (4) business days from when your request was received (this excludes holidays and weekends).