

Town of Thompson  
815 Riverside Drive  
North Grosvenordale, CT 06255  
860-923-9900



## REQUEST FOR RECORDS

**Adopted by the Board of Selectman on February 7, 2017.**

All requests for copies, scans, photos of public records of the Town of Thompson, CT, pursuant to the Connecticut Freedom of Information Act, must be submitted in writing. Please read the instructions on the following pages for additional information. Thank you.

You may use this form or any other written document.

<b>Requested by</b>
Name:
Address:
City, State, Zip code:
Phone/Fax:
Email Address:
Delivery Method (Email, Pick-up, Fax, Mail):
Call to advise when request is ready for pick-up? (Y/N) _____ Phone: _____

Under the Connecticut Freedom of Information Act § 1-200 et seq., I am requesting copies of public records. Fees for copies will be assessed as identified in SEC 1-211.

**Describe the records or information sought with enough detail for the public agency to respond, including date range for the information you are requesting. Be as specific as your knowledge of the available records will allow.**

Under the Connecticut Freedom of Information Act, a response must be given to the requestor within four business days. If access to the records being requested will take longer, the requestor will be contacted by the appropriate custodian providing information as to when such copies or the ability to inspect the requested records will be made available.

OFFICE USE ONLY		
Received by:		
Date Received:		
Date Completed:	Date Requester was notified:	
Number of Pages:	Fee Paid \$	Check #
Additional notes:		

The Town of Thompson, CT and the custodian who signs his or her name under the "Received by" portion of the Office Use Only section within this document understands that it is a crime both to make or alter written documents and to possess forged documents with the intent to defraud others. (Conn. Gen. Stat. §§53a-137, 53a-138, 53a-139, 53a-140)