

FREEDOM OF INFORMATION REQUEST

The Freedom of Information Act (FOIA) states, in part, that every person shall have the right to inspect public records promptly during regular office or business hours. Upon written request any person (1) may copy public records through the use of a hand-held scanner, or (2) the documents will be available for pick-up or mailing, usually within 4 working days. QVHD will provide copies of the documents you request, however, you are encouraged to personally view the pertinent record(s) at the QVHD office to ensure your request is fulfilled to your satisfaction. **FOI copy charges for records are \$0.50 per page regardless of method of delivery.* Prepayment of any fee estimated to be ten dollars or more is required. A FOIA request will not be fulfilled until payment of any outstanding copy fees of \$10.00 or more is received.**

**Exceptions: 1) Computer-stored information that must be compiled and 2) Oversized Documents (such as blueprints) that must be sent out for copying, these documents require additional fees.*

Please PRINT the following:

NAME	Date _____	Telephone (__) _____
MAILING ADDRESS	FAX (__) _____	E-mail _____
CITY STATE ZIP CODE	Signature: _____	

LIST EACH STREET ADDRESS AND THE SPECIFIC INFORMATION REQUESTED:

ADDRESS	INFORMATION REQUESTED (as specific as possible)

Information provided: YES _____ NO _____ <input type="checkbox"/> Oversize documents (see policy)	<p style="text-align: center;">FOR OFFICE USE ONLY</p> If no, why not: _____ <input type="checkbox"/> Need more specification <input type="checkbox"/> No file available <input type="checkbox"/> Outstanding copy fees
Date Information provided: _____ Processed by: _____ Date paid: _____	Method: <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL <input type="checkbox"/> Picked Up Fee waived: <input type="checkbox"/> Indigent individual <input type="checkbox"/> Government agency

<h2 style="margin: 0;">INVOICE</h2>	
Number of copies _____ X \$0.50 per page	\$ _____
Other Charges (oversize documents, computer search, past due)	\$ _____
Postage	\$ _____
Total Due = \$ _____	
Please remit payment to QVHD upon receipt of copies in person or by mail. QVHD, 1151 Hartford Turnpike, North Haven CT 06473	



The Freedom of Information Act (FOIA)

The Freedom of Information Act (FOI), CT General Statute 1-200 through 1-241, represents CT's commitment to open government and a strong policy in favor of public access to meetings and records. The following is overview of this law as it applies to QVHD.

Overview

- Every person has the right to obtain records and attend public hearings and meetings with limited exceptions.
 - The following are not public meetings: meetings of certain personnel search committees; collective bargaining strategy and negotiating sessions; caucuses; chance or social gatherings not intended to relate to official business; administrative or staff meetings of a single-member agency (e.g., mayor); and communications limited to notice of agency meetings or their agendas.
 - You may request in writing to receive meeting notices and agendas.
 - Minutes are available to the public.
- Public records may be inspected during regular business hours, but copies of public records should be requested in writing.
 - A public record is defined as any recorded data or information relating to the conduct of QVHD's business, and includes:
 - Information or data that is typed, handwritten, tape recorded, printed, photographed or computer-stored.
 - Most inter-agency and intra-agency memoranda or letters

Exceptions (from disclosure)

- Some records are specifically [exempted by law](#)
- Other exempted records may include:
 - Preliminary drafts or notes; personnel or medical files; records relating to pending claims and litigation; records relating to collective bargaining; communications privileged by the attorney-client relationship; certain health authority complaints and records; certain records, when there are reasonable grounds to believe disclosure may result in a safety risk; and certain records, if disclosure would compromise the security or integrity of an information technology system.

Obtaining copies of QVHD Records:

- Automatically disclosed records on QVHD [website](#)
 - Annual Board of Health meeting schedule
 - Board of Health meeting Agenda
 - Minutes of Board of Health meetings
 - Annual Activity Report and Financial Statement
- Complete a QVHD FOI Request

*If you have any questions concerning your rights under the freedom of information act, including how to appeal, contact: Freedom of information Commission of the State of Connecticut, 18-20 Trinity Street, Hartford, Connecticut 06106
telephone: (860) 566-5682, toll-free (CT only): (866) 374-3617, fax: (860) 566-6474
email: foi@po.state.ct.us, or visit <http://www.state.ct.us/foi>*

