



Town of Greenwich  
 101 Field Point Road  
 Greenwich, CT 06830  
 203-622-7700

## RECORDS REQUEST FORM

You may use this form to request copies of public records from Town agencies, boards, departments, and divisions. Although any written request for records may be submitted, use of this form is encouraged to ensure that you can be provided with the correct records as quickly as possible. Please write legibly. Separate forms should be used to request Geographic Information Systems (GIS) maps, data, abutters, and data layers.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_

2. Office/Department from which records are sought: \_\_\_\_\_

3. Please provide me with copies of the following records (continue on back if necessary):

check here for certified copies

4. Please provide me with any such electronically-stored records in the following format:

printout  computer diskette  other: \_\_\_\_\_

5. When the records are ready, please:  mail them to me OR  call me for pickup

### OFFICIAL USE ONLY

\* = prior authorization of Town Law Department is required

date request was received: \_\_\_\_\_  date of status letter to requestor: \_\_\_\_\_

date copies were mailed or requestor was called for pickup: \_\_\_\_\_

fee charged in advance (\$10 or more) or  fee billed at delivery:

\$ \_\_\_\_\_ for photocopies of \_\_\_\_\_ pages at \$0.50 each

\$ \_\_\_\_\_ for \_\_\_\_\_ diskettes or other data storage device (specify): \_\_\_\_\_

\$ \_\_\_\_\_ salary for \_\_\_\_\_ employee hours necessary for computer reformatting/reprogramming\*

\$ \_\_\_\_\_ fees of outside contractor necessary for copying/retrieval of electronic data\*

= \$ \_\_\_\_\_ TOTAL

requestor notified by letter dated \_\_\_\_\_ that any record will not be provided because:

record does not exist or could not be located after thorough search

electronic data could not be provided in requested format\*

exempt from disclosure because:\* \_\_\_\_\_