
All public records and files, specifically including written and electronic correspondence, are presumed to be public documents subject to release under the terms of the FOIA.

If requested by a member of the public, public records must be made available for inspection within a reasonable time. This responsibility may include an in camera inspection by town officials and/or FOI Commission staff of all records retained on computer storage devices.

The Town has no obligation to raise or defend a claim of exemption from the FOIA disclosure requirements for any document or communication contained in computer files unless the Town, in its sole discretion, determines that a credible claim of an FOIA exemption applies.

- Find the municipal document retention policies at www.ctstatelibrary.org.