



FREEDOM OF INFORMATION

Connecticut Freedom of Information Commission • 165 Capitol Avenue, Suite 1100 • Hartford, CT 06106
Toll free (CT only): (866) 374-3617 Tel: (860) 566-5682 Fax: (860) 566-6474 • www.ct.gov/foi • email: foi@ct.gov



TO: _____

FROM: _____, Acting Clerk of the Commission

DATE: _____

I. MORE INFORMATION REQUIRED

Your correspondence received on _____, by the Freedom of Information Commission (FOIC) will not be scheduled for a hearing at this time for the following reason(s):

_____ Please provide complete contact information (mailing address, telephone number) for yourself.
See Regs. Conn. State Agencies § 1-205-28.

_____ Please provide the proper legal name of the specific public agency which you allege violated the FOI Act.
See Regs. Conn. State Agencies § 1-205-28.

_____ Please provide the mailing address and telephone number of the public agency which you allege violated the FOI Act. *See Regs. Conn. State Agencies § 1-205-28.*

_____ Please identify the following: (1) the date you made the records request; (2) the specific records you requested; (3) any response received from the public agency; and (4) the date of any such response. Please also submit a copy of your records request, if available.

_____ Please provide additional facts to substantiate your claim of a violation (*see* Comments below).

_____ If you are seeking civil penalties, please provide the name(s) and mailing address(es) of those officials against whom you seek a penalty.

_____ **Comments:**

For the reason(s) stated above, the FOIC will take no further action at this time. If you wish to pursue this complaint before the FOIC, please provide the Commission with the requested information in writing within two weeks' time. Please reference docket number: FIC # _____.

II. JURISDICTION

Based upon a preliminary review, your correspondence received on _____ by the Freedom of Information Commission (FOIC) will not be scheduled for a hearing at this time for the following reason(s):

_____ You have not alleged a violation of the Freedom of Information (FOI) Act. *See* Chapter 14 of the Connecticut General Statutes; §1-200 et. seq. of the FOI Act. A copy of the Act is available on the FOIC's website: <https://portal.ct.gov/foi>.

_____ The FOIC only has jurisdiction over public records prepared, owned, used, received, or retained by regional, state, and municipal public agencies within Connecticut; the functional equivalent thereof; or an "implementing agency" as defined in §32-222, G.S. *See* §§1-200(1) & (5), G.S.

_____ The FOIC only has jurisdiction over the judicial branch, including the Division of Public Defender Services, with respect to its administrative functions pursuant to §1-200(1), G.S.

_____ The FOIC only has jurisdiction over the Division of Criminal Justice with respect to its administrative functions pursuant to §1-201, G.S.

_____ Records of the investigations of the Office of the Child Advocate are not subject to disclosure under the FOI Act, pursuant to §46a-13n, G.S.

_____ Records created or maintained in connection with the Department of Children and Families' child protection activities or activities related to a child while in the care or custody of such Department are not subject to disclosure under the FOI Act, pursuant to §17a-28, G.S.

_____ Personnel, medical or similar files concerning current or former employees of the Department of Correction are not subject to disclosure under the FOI Act to any individual committed to the custody or supervision of the Commissioner of Correction, pursuant to §18-101f, G.S.

_____ The FOIC is not a repository of all government records. Please make a request to the agency that maintains the records you are seeking. If denied access, you may file a complaint with the FOIC. Please refer to the Citizen's Guide available on the FOIC's website: <https://portal.ct.gov/foi/quick-links/citizens-guide>.

_____ Your complaint appears to have been prematurely filed (*see* §1-206(b)(1) of the FOI Act). You may submit a new request for the records that you seek. If you receive a denial or have waited four business days without a response from the agency, you may file a new complaint with the FOIC within thirty days of the alleged violation.

_____ You have not filed your complaint within thirty days of the alleged violation as required under §1-206, G.S. You may submit a new request for the records that you seek. If you receive a denial or have waited four business days without a response from the agency, you may file a new complaint with the FOIC within thirty days of the alleged violation.

_____ The FOI Act does not require a public agency to conduct research, create records or answer questions.

_____ The FOI Act does not require a public agency to allow public comment at its meetings.

_____ **Comments:**

For the reason(s) stated above, the FOIC will take no further action at this time. However, if you nevertheless wish to pursue this complaint before the FOIC, please provide a written response within two weeks' time and provide any additional details you believe establishes jurisdiction. Please reference docket number: FIC # _____