

Date: _____

Town of _____
Attention: Town Clerk

RE: Freedom of Information Act
Connecticut General Statutes 1-217 and 1-210(c)

Dear Town Clerk,

As an employee of the State of Connecticut Department of Correction, pursuant to Connecticut General Statute 1-217 , ***Nondisclosure of residential address of certain individuals***, I am respectfully requesting that, effective immediately, my residential address be withheld on any and all documents maintained by the town.

Additionally, pursuant to Connecticut General Statute 1-210(c), ***Access to public records. Exempt records:*** *"Whenever a public agency receives a request from any person confined in a correctional institution or facility or a Whiting Forensic Division facility for disclosure of any public record under the Freedom of Information Act, the public agency shall promptly notify the Commissioner of Correction . . . "*

Thank you for your assistance in this matter.

Sincerely,
