

## **Freedom of Information Requests Protocol**

The Connecticut Freedom of Information (FOI) Act gives you the right to obtain records and attend meetings of all public agencies with certain exceptions. Some records maintained by the Office of State Ethics (OSE) are exempt from disclosure pursuant to the confidentiality requirements of the State Codes of Ethics for Public Officials and Lobbyists, as well as other federal and state laws.

Upon receipt of an FOI request, the OSE will respond promptly, and in no event later than four business days.

If the records requested cannot be provided within four business days of receipt of the request, the OSE will notify the requestor, and will provide a reasonable timeframe within which the records will be made available.

There may be a copying charge for records provided, and copying charges in excess of \$10 require prepayment.

FOI requests for records under the FOI Act may be directed to:

Office of State Ethics  
18-20 Trinity Street, suite 205  
Hartford, Connecticut 06106