



**PAUL F. ROY**  
First Selectman

Office Of The First Selectman  
**TOWN OF SEYMOUR**

1 First Street  
Seymour, Connecticut 06483  
Telephone: 203-888-2511 • Fax: 203-881-5005

COPY RECEIVED  
DATE: 10/27/10  
TIME: 3:26PM  
TOWN CLERK'S OFFICE

**FREEDOM OF INFORMATION RESPONSE POLICY**

Effective October 7, 2010 the following policy is to be followed by all employees, board and commission members within the Town of Seymour without exception.

Anyone who receives a request under the Freedom of Information Act should forward a copy of said request to Deirdre Caruso, First Selectman Assistant in the First Selectman's Office within 24 hours of receipt. Deirdre will then acknowledge receipt of the request within the statutory four day period. However, it is still the responsibility of the person receiving the request to compile the information and advise Deirdre thereafter when the request has been complied with. The Freedom of Information Act requires prompt response and anyone who does not properly comply with the request is subject to a \$1,000 fine.

If anyone has any questions, please do not hesitate to contact me.

---

Paul F. Roy