



Freedom of Information Act Fee Policy

Connecticut Lottery Corporation

The Connecticut Lottery Corporation ("CLC"), a public instrumentality and political subdivision of the State that performs an essential governmental revenue-raising function, adopts this Freedom of Information Act Fee Policy ("Policy"), consistent with all rights and obligations conferred by statute, for the purpose of requests for copies of public records that it receives on and after September 22, 2014.

Fees

The fee for a copy shall be \$.50 per page, except as may otherwise be provided by an employee bargaining unit contract with the State of Connecticut.

The fee for a certified copy of a public record shall be \$1.00 for the first page, and \$.50 for each subsequent page. In computing such fee, the copy and certificate are one continuous instrument (for example, a certified copy of a 3 page document costs \$2.00 -- \$1.00 for the copy and certification of the first page, and \$.50 for the copy of each of the remaining 2 pages).

The fee for any copy that requires a transcription shall be the CLC's cost.

The fee for a copy of records maintained in a computer storage system shall be the CLC's costs, and such costs shall be determined in accordance with General Statutes § 1-212 (b) as amended and judicially interpreted.

The fee to copy a public record through the use of a hand-held scanner shall be \$20.00 each time such a copy is made.

Notes: The CLC requires the prepayment of fees if the estimated cost of complying with a request is \$10.00 or more. If a requester owes an outstanding balance for fees under this Policy, the CLC will require the full payment of such balance before it will provide the requester copies in connection with any new public records requests.

The CLC will accept payment by cash, check, or money order; payment in cash must be made in person at the CLC's main offices at 777 Brook Street, Rocky Hill, CT during the CLC's normal business hours. The CLC will not charge sales tax.

Fee Waiver for Indigency

The Freedom of Information Act requires the CLC to waive the fees under this Policy in certain circumstances, including the requester's indigency. A requester is indigent for purposes of this Policy if:

(1) the requester receives public assistance, which includes: state-administered general assistance; temporary family assistance; aid to the aged, blind, and disabled; supplemental nutrition assistance; or Supplemental Security Income; or

(2) the requester's household income after taxes, mandatory wage deductions and child care expenses is one hundred twenty-five percent (125%) or less of the federal poverty guidelines published in the Federal Register each year by the United States Department of Health and Human Services.

Procedure for Requesting a Fee Waiver

Indigency: A requester seeking a fee waiver on the basis of indigency shall complete and submit to the CLC a sworn statement on a form the CLC establishes. The CLC will update such form from time to time to reflect changed federal poverty guidelines as described in subsection (2) above.

Other Statutory Basis: A requester seeking a fee waiver on a basis other than indigency shall describe in writing the statutory basis for the request and the facts and circumstances supporting it. Such writing shall be addressed to the CLC's General Counsel.

Adopted by the Board of Directors on September 18, 2014