

**DARIEN PUBLIC SCHOOLS**  
**Darien, CT**

**SERIES 1000 – COMMUNITY/BOARD OPERATION**  
**POLICY 1275**

**FREEDOM OF INFORMATION AND**  
**FREEDOM OF INFORMATION REQUEST LOG**

**Freedom of Information**

It is the policy of the Darien Board of Education to comply with all aspects of the Freedom of Information Act (“FOIA”), Conn. Gen. Stat. § 1-200 *et seq.* In that regard, all records maintained by the Board shall be public records, unless exempt from disclosure by federal or state law, and every person shall have the right to inspect and receive copies of such records, in accordance with federal and state law.

The Superintendent of Schools, or designee, is authorized to establish procedures for compliance with FOIA requests and to impose reasonable charges for the production of public records in response to any FOIA request.

**Freedom of Information Request Log**

The Superintendent of Schools, or designee, is authorized to maintain a Freedom of Information Request Log (the “Log”), which Log shall include the following information:

1. Name and address of requester
2. Affiliate organization of requester, if applicable
3. Date of request
4. Description of request
5. The number of pages reviewed for the request
6. Date on which the request is closed

The Superintendent of Schools will review the Log with the Board of Education each year and more frequently if the number or volume of the requests increases significantly. The Log will be made available to members of the public upon request.

The Log shall comply with all applicable federal and state laws, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), which ensures the confidentiality of personally identifiable student information. For example, requests made by parents of current students in the Darien Public Schools shall not be listed in the FOIA log when such requests are related to the student.

Legal Reference: Freedom of Information Act  
C.G.S. §§1-200 through 1-241 inclusive

Approved: September 26, 2017