

**BOARD/SCHOOL DISTRICT RECORDS**

Any recorded data or information related to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the District, whether handwritten, typed, tape-recorded, printed, photocopied, photographed or recorded by any other method, is by definition a "public record," and access thereto may be granted to any citizen during normal business hours. The Board recognizes the need for its records to be shared as a blend of printed, bound and electronically recorded material. All such records shall be maintained at the office of the Superintendent, who shall be custodian for all public records of the District.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes, provided the Superintendent or the Board has determined that public interest in withholding such documents clearly outweighs the public interest in their disclosure.
1. Personnel or medical files, and similar files, the disclosure of which would constitute an invasion of personal privacy.
2. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the District is a party until such litigation or claim has been adjudicated or otherwise settled.
3. Trade secrets as defined in CGS 1-19(b)(5)
4. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examination.
5. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the District relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired, or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
6. Records, reports and statements of strategy or negotiations with respect to collective bargaining.

## **BOARD/SCHOOL DISTRICT RECORDS (continued)**

7. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
8. Names or addresses of students enrolled in the public schools without the consent of each student whose name is to be disclosed who is eighteen (18) years of age or older and of the parent or guardian of such minor student.
9. Records including engineering and architectural drawings; security system operational specifications (except a general description cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs of other documents containing information on security personnel movement or assignment if reasonable grounds exist to believe their release would pose a safety risk, including harm to any person, any facility or equipment.
10. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions thereof that contain or reveal security information, including the security of electronic systems, or otherwise exempt records.

### **Availability of Records**

Any person applying in writing shall receive promptly on request, a plain or certified copy of any public record except those to which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested requires a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the District. The District will require pre-payment of the fee if the fee is estimated to be ten dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure or, if in the judgment of the Superintendent, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records, or of any fact within the record, as permitted under CGS 1-15.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Original documents, after having been legally reproduced, may be disposed of as permitted under law.

## **BOARD/SCHOOL DISTRICT RECORDS (continued)**

Legal Reference: Connecticut General Statutes

- 1-15 Application for copies of public records. Certified copies. Fees
- 1-16 Photographic reproductions of documents
- 1-17 Reproductions to serve purposes of originals
- 1-18 Disposition of original documents
- 1-200 Definitions: "Public Records"
- 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty.
- 10-209 Records not to be public.
- 1-210 Access to public records
- 1-211 Access to computer-stored records
- 1-213 Agency administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings.
- 1-214 Public employment contracts as public record.
- 1-225 to 1-240 Meetings of government agencies to be public. Recording of votes. Service of process upon commission.
- 10-151(c) Non-disclosure of records of teacher performance and evaluation. Exceptions.
- 10-221(b) Boards of Education to establish written uniform policy regarding the treatment of recruiters (re: directory information)

Federal Rules of Civil Procedure- 2006 Amendments

Approved by the Board, November 10, 2020