

SALEM SCHOOL SYSTEM
Salem, Connecticut

BY LAWS OF THE BOARD

BOARD/SCHOOL DISTRICT RECORDS

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether hand-written, typed, taped-recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of 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 the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. 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 settles.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates or evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction documents, 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.)
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.

9. Names or addresses of students enrolled in public schools, without the consent of each minor students parent or guardian whose names or address is to be disclosed.

10. Names or addresses of students enrolled in public schools, without the consent of each student over the age of 18 whose name or address is to be disclosed.

Availability of Records:

Any person shall receive 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 50 cents per page. If a printout or transcription is required, the fee charged shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be \$10 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 custodian of records, compliance with the request benefits the general welfare.

An additional charge of \$1 for the first page and 50 cents for each additional page may be made for certification of any records or of any fact within the record.

The Superintendent, on behalf of the Board, shall notify an employee in writing when a request is made for disclosure of information about the employee, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Legal Reference: Connecticut General Statutes: 1-15 Application for copies of public records. 1-19a to 19b Access to computer stored records. 1-20a Public employment contracts as records. 1-21 to 1-21k Meetings of public agencies.

1st Reading: March 26, 1996
Policy Adopted: April 9, 1996

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