

Governance of the Board

Board/Academy 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 Trustees or The Woodstock Academy, whether handwritten, typed, tape-recorded, printed, photographed, or recorded by any other method is by definition "public record" with access thereto during normal hours of business. All such records shall be maintained at the office of the Head of School of The Woodstock Academy, who shall be the custodian of all public records of The Academy.

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

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 Academy is a party until such claim has been adjudicated or otherwise settled;
3. Student files;
4. Test questions, scoring keys and other examination data used to administer a licensing examination, for or academic examinations;
5. The contents of real estate appraisals, or feasibility estimates and evaluation made for or by The Academy relative to the acquisition of property or to prospective public supply and contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated;
6. Records, reports and statements of strategy or negotiations with respect to collective bargaining;
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 Academy without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student as outlined by federal and state law; and
9. Any and all documents which may be considered privileged by the State of Connecticut.

Availability of Records

Any person shall receive promptly upon request, a plain copy of any public record except those to which access is not permitted under law, at a cost in alignment with the fees charged for FOIA requests by the State of Connecticut. The Academy will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is 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 one dollar for the first page and fifty cents for each additional page may be added for certification of any records or certification of any fact within the record.

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

Policy Adopted: August 25, 1992
Policy Updated: January 19, 2021

The Woodstock Academy
Woodstock, Connecticut