

Board / School System Records

School district records shall be available to the public except that the following categories of records shall not be disclosed:

1. Preliminary drafts or notes from staff, administration, and Board of Education provided the public interest in withholding such documents clearly outweighs the public interest in disclosure; not exempted are any interagency memoranda or letters, advisory opinions, recommendations or any report comprising part of the process by which district decisions and policies are formulated unless such documents are still subject to revision prior to submission to or discussion among district personnel or the Board of Education;
2. Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy
3. Records of law enforcement agencies not otherwise available to the public if the records were compiled in connection with the detection or investigation of crime and if such disclosure would result in:
 - a. the identity of informants not otherwise known;
 - b. information to be used in a prospective law enforcement action if prejudicial to such action;
 - c. investigatory techniques not otherwise known to the general public;
 - d. arrest records of a juvenile
 - e. the name and address of a victim of sexual assault or of an attempt thereof;
 - f. uncorroborated allegations subject to later destruction;
4. Records pertaining to strategy and negotiations with respect to pending claims or pending litigation;
5. Trade secrets which are defined as unpatented, secret, commercially valuable plans, applicants, formulas, or processes which are used for the making, preparing, compounding, treating or processing of articles or materials which are trade commodities obtained from a person and which are recognized by law as confidential, and commercial or financial information given in confidence, not required by law obtained from the public;
6. Test questions, scoring keys and other examination data used to administer an academic examination;
7. Contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until property has been acquired or all proceedings or transactions have been terminated or abandoned;

- the law of eminent domain shall not be affected by this provision;
8. Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his/her personal qualification for the license, certificate) or permit applied for;
 9. Records, reports and statement of strategy or negotiations on collective bargaining;
 10. Records, tax returns, reports, and statements exempted by federal law or state statutes or communications privileged by attorney-client relationship;
 11. Names or addresses of students enrolled in any public school without the consent of the parent or guardian;
 12. obtained by illegal means;
 13. Records of an investigation or the name of an employee providing information under CGS 4-61dd
 14. Adoption records and information;
 15. Any page of a primary petition, nominating petition, referendum petition, or petition for a town meeting until required processing of such page has been completed by the officials responsible, after which disclosure of such page shall be required.

Records other than those outlined in 1-15, above shall be available for prompt public inspection during regular office or business hours at regular offices and business places.

Any person applying in writing shall receive promptly a plain or certified copy of any public record, including those non-exempt records on computer disks at a cost to be determined by the superintendent of schools in accordance with provisions of CGS 1-15.

If a request is for a record deemed not to be a public record (those excluded by this policy), the person requesting such record shall be notified in writing by the superintendent or designee that the request is denied with the reason for the denial.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records; certified copies or fees

1-18a Definitions

1-19 Access to public records. Exempt records

1-19a Disclosure of computer-stored public records

1-19b Agency administration. Disclosure of personnel, birth, and tax records [Judicial records and proceedings.

1-20a Public Employment contracts as public record. Objection to disclosure of personnel or medical files.

1-20b Record of an arrest as public record.

1-21c Mailing of notice of meetings to persons filing written request. Fees

1-21i Denial of access of public records of meetings. Appeals. Notice. Order. CIVIL Penalty. Service of process upon commission. Frivolous appeals.

10-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.

10-154a Professional communication between teacher/nurse and student. Surrender of physical evidence obtained from students.

10-209 Records not to be public. (medical or psychological examination records.)

Adopted: 5/14/12