

**Bylaws of the Board**

**Board/School System Records**

School district records which includes 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 handwriting typos, tape-recorded, printed, photostated, or recorded by any of the method is a "public record and 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.
2. Records pertaining to strategy and negotiations with respect to pending claims or litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
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.
4. 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.
5. A list of School District computer security codes which shall be maintained by the Superintendent of Schools in a safe and secure place.
6. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations.
7. The 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 such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned, provided the law of eminent domain shall not be affected by this provision.

**Bylaws of the Board**

**Board/School System Records (continued)**

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 with respect to collective bargaining's.
10. Records, tax returns, reports, and statements exempted by Federal law or State statutes or communications privileged by attorney-client relationship.
11. Personnel or medical files and similar files on employees or students, the disclosure of which would constitute an invasion of personal privacy.
12. Names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is 18 years of age or older and a parent or guardian of each student who is younger than 18 years of age, provided this shall not be construed as prohibiting the disclosure of the names or addresses of students enrolled in any public school wherein the student resides for the purpose of verifying tuition payments made to such schools.
13. Any information obtained by illegal means.
14. Records of an investigation or the name of an employee providing information under Connecticut General Statutes 4-61 dd.
15. Records including engineering and architectural drawings; security systems' 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 and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
16. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.

Records other than those outlined in 1-13 above shall be available for public inspection at reasonable times determined by the Superintendent or designee and at a place designated by the Superintendent or designee.

**Bylaws of the Board**

**Board/School System Records (continued)**

Any person applying in writing shall receive within four (4) business days a plain or certified copy of any public record at a cost to be determined by the Superintendent of Schools not to exceed the Board's costs including supplies, materials, use of equipment, labor, and contracted fees if required. If certified copies are requested, the fee for certifying copies shall be for the first page of such certificate, or copy or certificate, one dollar; and for each additional page, fifty cents. For the purpose of computing such fee, such copy and certificate shall be deemed to be one continuous in instrument.

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

The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records.

(cf. 4112.6 - Personnel Records)

(cf. 5125/5125.1 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records; Certified copies. Fees.

1-210 Access to public records. Exempt records.

1-211 Access to computer-stored records.

1-214 Public Employment contracts as public record.

1-227 Mailing of notice of meetings to persons filing written request. Fees.

1-206 Denial of access of public records of meetings. Appeals. Notice. Orders. 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 or nurse and student. Surrender of physical evidence obtained from students.

10-209 Records not to be public. (student's medical records)