

Series 9000 - Bylaws of the Board

3. Methods of Operation

C. 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 Suffield Board of Education or the Suffield school district, whether handwritten, typed, tape-recorded, printed, Photo stated, photographed, or recorded by any other method is by definition a "public record" and access during normal business hours shall be given to any citizen. All such records will be maintained at the office of the Superintendent of Schools, who will be the custodian of all public records of the district.

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

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

- Preliminary drafts or notes provided to the custodian or the Board of Education has determined that the public interest is withholding such documents clearly outweighs the public interest in disclosure
- Personnel or medical files and similar files, the disclosure which would constitute an invasion of personal privacy
- 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
- Trades secrets as defined by the CGS 1-213
- Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
- The contests 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).
- Records, reports, and statements of strategy or negotiations with respect to collective bargaining.
- Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.

- Names and addresses of students enrolled in the public schools without the consent of each student whose name and address is to be disclosed who is eighteen or older and the parent or guardian of a minor student.
- 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; 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.
- Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveals security information or other wise exempt records.
- Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
- Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

Availability of Records

Any person shall receive promptly on request a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed one dollar (\$1.00) per page. 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 one dollar (\$1.00) per page may be made for certification of any records or of any fact within the record.

Legal Reference: Connecticut General Statutes
 1-15 Application for copies of public records
 1-18a Definitions
 1-19 to 19 (b) Access to public records
 1-191-20a Public contracts as part of public records
 1-21 to 1-21K Meetings of public agencies

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SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut