

Community Relations

Access to Information

CREC acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding its operations of the school system. The Council, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Council meetings, and at CREC Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the CREC Council has adopted the following procedures to assist in determining access to information.

The Executive Director/designee is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the CREC's policy intent.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Policy adopted: November 17, 2004

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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Procedures for Accessing Information

The Council's policy pertaining to the access of information shall be administered according to the following guidelines.

1. The Council grants discretion, within all applicable statutes, to the Executive Director/designee for implementation of this policy.
2. Any information covered by Section 1-210 that is readily available in the format in which it is requested will be supplied by the Executive Director or his/her designee for inspection and/or copying by the person or group making the request. A reasonable fee may be charged for the cost of reproducing requested information.
3. Requests for studies or analyses of information which will result in staff members assuming responsibilities or performing tasks that are not ordinarily part of their day-to-day duties, will only be undertaken with Executive Director/designee endorsement.

Such requests shall contain the following information: the name of the person, agency, group, or organization requesting the information; the exact nature of information requested.

4. According to statute, the following records may not be disclosed:
 - a. Preliminary drafts or notes
 - b. Personnel or medical files
 - c. Information to be used in a prospective law enforcement action if prejudicial to such action
 - d. Records pertaining to such action
 - e. Test questions, scoring keys, and examinations
 - f. The contents of real estate appraisals, engineering or feasibility studies made relative to the acquisition of property
 - g. Records, reports, and statements of strategy, or negotiations with respect to collective bargaining
 - h. Student records covered by privacy law
 - i. And any other records, documents, or materials deemed confidential by the courts or FOI Commission.

5. Appeal process:

Any individual or organization denied access to information by the Executive Director or his/her designee may appeal this denial to the Council. A request for reconsideration shall be directed in writing to the Executive Director who will bring the item before the Council as a whole. The petitioning organization or individual may present relevant information to the Council.

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