

Bylaws of the Board

Board/School System Records

Any recorded data or information relating to the conduct of the public's business that is prepared, owned, used, received or retained by the Board of Education or the school system, whether handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method is by definition a "public record," and access thereto during normal hours of business may be granted to any citizen. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian for all public records of the school system.

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

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the system is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets, as defined in CGS 1-200.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the school system 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).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen years of age or older and a parent/guardian of each student who is younger than eighteen years of age.

