

Bylaws of the Board

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

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 or litigation to which the district is a party until such litigation or claim has been finally adjudicated or otherwise settled.
4. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
5. The contents of real estate appraisals, engineering or feasibility estimates and evaluations 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 or abandoned (except that the law of public domain is not affected by this provision).
6. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
7. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
8. 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 or older and a parent or guardian of such minor student.
9. Adoption records.
10. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA).
11. Any other records or files the disclosure of which is not required and/or is prohibited by state or federal law.

Availability of Records

Any person shall have the right to inspect public records promptly during regular office hours. Any person applying in writing shall receive a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested requires a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district may require prepayment of the fee if the fee is estimated to be ten dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

The superintendent, on behalf of the Board of Education, shall notify an employee and the employee's collective bargaining representative in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would legally constitute an invasion of the employee's privacy. The records requested shall be disclosed unless the Superintendent receives a written objection from either the employee concerned or the collective bargaining representative within seven (7) business days from receipt of the notice.

Legal Reference:

Connecticut General Statutes

1-212 Application for copies of public records.

1-200 Definitions.

1-211 Access to computer stored records.

1-214 Public employment contracts as records.

1-225 to 1-232 Meetings of public agencies.

Bylaw adopted: November 2, 1994

Bylaw revised: January 17, 2001

LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut