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# STRATFORD BOARD OF EDUCATION

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**POLICY TITLE:** ACCESS TO INFORMATION REGULATIONS  
**POLICY NUMBER:** 1112.3(A)

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## Community Relations

### Access to Information (Policy #1112.3-a Regulations)

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

1. The Board grants discretion, within all applicable statutes, to the Superintendent for implementation and policy.
2. Any information covered by Section I-210 that is readily available in the format in which it is requested will be supplied by the Superintendent 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. A document or record which is limited in its availability to the administration will not be released.
4. 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 Board of Education endorsement.
5. The Board, in consultation with the Superintendent, will examine the request to determine the appropriate action to be taken. A positive endorsement to fulfil requests must receive a majority vote from the Board at either a regular or special meeting.
6. 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.

7. Appeal process:

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

**Legal Reference:** Connecticut General Statutes  
I-210 Access to public records. Exempt records.