

**ACCESS TO SCHOOL PROCEDURES AND MATERIALS**

All school records, operating procedures and publications developed for, or by, the school district are open to the public. A written request to inspect or copy records will be honored within four business days. To the extent permitted under the Freedom of Information Act, a reasonable charge or even prepayment may be required to cover expenses incurred in preparing the information requested.

The Board of Education does not have a legal obligation to produce records that are not already in its possession. Accordingly, information not readily available will only be prepared in limited circumstances at the direction of the Board.

The Board may withhold records and information as permitted by the Freedom of Information Act. Privileged or confidential information about staff or pupils will also be restricted as permitted by law.

Manual References:

Student Record Policy #5125  
Personnel Policy #4112.6

Legal References: Conn. Gen. Stat. § 1-15 Application for copies of public records  
Conn. Gen. Stat. § 1-19 Conn. Gen. Stat. § Access to public records  
Conn. Gen. Stat. § 1-19a Access to computer-stored records  
Conn. Gen. Stat. § 1-21i Denial of access of public records or meetings.  
Notice. Appeal.  
Conn. Gen. Stat. § 1-21k Penalties

See Michael Cates, Sr. Against Board of Education, Town of Voluntown,  
Docket #FIC 1997-235 at Paragraph 11 (Dec. 2, 1997)

Litchfield Board of Education  
Policy Adopted: December 14, 1982  
Policy Revised: August 25, 1998  
Policy Reviewed: November 5, 2008