

PERSONNEL

4112.6

4212.6

Form A

INTEROFFICE MEMORANDUM

TO:

FROM: DEBORAH WHEELER, SUPERINTENDENT OF SCHOOLS

SUBJECT: REQUEST FOR RECORDS NOTIFICATION

DATE:

CC:

NOTIFICATION TO EMPLOYEE OF REQUEST FOR RECORDS

The Litchfield Public Schools has received a request under the Freedom of Information Act that we permit inspection or copying of the following items from your personnel records:

[Describe information requested]

The Litchfield Public Schools has not yet released the requested information since its release may constitute an invasion of your privacy. If you believe that your privacy would be invaded by making this information available to a member of the public, you [or your collective bargaining representative] must file a formal objection to disclosure of the information, on the form attached.

Unless your objection is received in the office of the Superintendent of Schools within seven (7) business days from the day you receive this letter, the requested information will be released. If you file an objection, the information will not be released until the Freedom of Information Commission orders the Litchfield Public Schools to do so.

Thank you for your time and attention in this matter. If I may provide any additional information pertaining to this subject, please contact me at 860 567-7500 or wheelerd@litchfieldschools.org

cc: (Collective Bargaining Representative)

Enc: Objection to Disclosure of Records

Litchfield Board of Education

Form Adopted: February 23, 2011