

Litchfield Public Schools

NOTIFICATION OF DENIAL OF REQUEST FOR RECORDS

[DATE]

[Name of requestor of personnel file review]

On [date of request for review of records] you made a request under the Freedom of Information Act to [inspect; inspect and copy; copy] the following items from the personnel records of [name of employee].

[Describe information requested]

Pursuant to § 1-214 of the Connecticut General Statutes, we notified [name of employee] of your request. A proper and timely objection to the release of the information requested was filed by [employee; employee's collective bargaining representative]. A copy of the objection is enclosed. Therefore, the Litchfield Public Schools may not release the items you requested unless the Freedom of Information Commission so orders. The procedure for your bringing this matter to the Commission is described in § 1-206 of the Connecticut General Statutes.

Please contact this office if you have any questions pertaining to this matter.

Signed:

Superintendent of Schools