

## Bylaws of the Board

### Board/School System Records

All records which the Board of Education maintains are open to the public with the following exceptions:

- Preliminary drafts or notes if the public interest is clearly best served by non-disclosure
- Records pertaining to strategy and negotiations with respect to pending claims or litigations to which the Board or any Board employee is a party, until such litigation or claim has been finally adjudicated or otherwise settled
- Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy
- Contents of real estate appraisals and engineering or feasibility estimates and evaluation relating to real estate transactions until the property is purchased or the transactions otherwise terminated
- Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations
- Records relating to negotiations and strategy for collective bargaining
- Records which federal or state law exempts from public disclosure or communications privileged by the attorney-client relationship
- Names or addresses of students enrolled in this school system without the consent of each student whose name or address is to be disclosed who is 18 years of age or older and a parent or guardian of each student who is younger than 18.

Any person may inspect or copy permitted public records during business hours. Any request to inspect or copy records must be acknowledged within 48 hours. Access to records must be provided as soon as reasonably possible within the normal work context. Failure to grant such a request within that time will constitute a refusal of access. The Board may make reasonable charges for copying records. Boards must keep records of the proceedings of their meetings, i.e., minutes and records of all votes. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting or an emergency special meeting shall be made available to the public for inspection with seven days after each meeting, excluding any Saturday, Sunday or legal holiday.

9330(b)

The votes of each Board member or any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.

Legal Reference: (See next page)

Board/School System Records (Continued)

Legal Reference: Connecticut General Statutes  
1-212 Application for copies of public records. Certified copies. Fees  
1-200 Definitions: "Public Records"  
1-210 to 1-19(b) Access to public records. Exempt records  
1-211 Access to computer-stored records  
1-211 Agency administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings  
1-214 Public employment contracts as public record  
1-225 to 1-240 Meetings of government agencies to be public Recording of votes.....  
1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Services of process upon commission.  
10-151c Records of teacher performance and evaluation not public records.  
10-209 Records not to be public  
10-221b Boards of Education to establish written uniform policy re treatment of recruiters (re directory information)

Bylaw adopted  
by the board: 10/3/90  
Policy approved: 9/4/02

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut