

Bylaws of the Vernon Board of Education

Board and School System Records

9330
pg. 1 of 2

School District records shall be available to the public except that the following categories of records shall not be disclosed:

1. preliminary drafts;
2. personnel or medical files or records which if disclosed would constitute an invasion of privacy;
3. records of law enforcement agencies not otherwise available to the public;
4. records pertaining to strategy and negotiations for collective bargaining or relating to pending litigation;
5. trade secrets;
6. test questions;
7. contents of real estate appraisals or engineering or feasibility estimates;
8. personal financial information;
9. names or addresses of students except for verification of tuition payments;
10. records of an investigation or name of employee providing information (CGS 4-61dd) - "whistle blower" statute;
11. legally protected records including adoption records;
12. any page of a primary petition, nominating petition, referendum petition, or petition for a town meeting until required processing of such page has been completed by the officials responsible, after which disclosure of such page shall be required.

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Bylaws of the Vernon Board of Education

Board and School System Records - continued

9330

pg. 2 of 2

13. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
14. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.

Any person applying in writing shall receive copies of records, whether the originals are in the form of paper, computer disc or tape, or other storage medium.

If a request is for a record deemed not to be a public record, the person requesting such record shall be notified in writing by the appropriate administrator as to why the request has been denied.

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