

BusinessCare of School System Records- RegulationRequests for Public Information

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.
2. If the Superintendent finds the information to be public in nature, he/she shall direct that it be released for reproduction on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information in accordance with state law. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Superintendent finds the information not to be public in nature, he/she shall so inform the requesting party.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he/she is hereby authorized to request, on behalf of the Board of Education, an opinion from the Town or School Attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify such person immediately upon receipt of an answer.

Regulation
adopted: 5/6/92

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut