

Regional School District # 14
Towns of Bethlehem & Woodbury
Central Office
5 Minortown Road, P. O. Box 469
Woodbury, CT 06798-0469
(203) 263-4330

Robert D. Cronin
Superintendent

Jay H. Hubelbank
Director of Finance
and Operations

[This letter should be used to notify staff of a request to disclose their personnel records

DATE
ADDRESS

Re: Notice of request for disclosure of personnel records

Dear _____:

Pursuant to the Connecticut Freedom of Information Act, Connecticut General Statutes § 1-214, and Board Policy # _____, I am informing you that a request has been made for the disclosure of your personnel, medical or similar files which I reasonably believe would legally constitute an invasion of your privacy.

Specifically, the following records have been requested:

These records will be disclosed to the requesting party unless written objection is received from you or your union representative, within seven (7) business days from the day that you receive this notice.

A copy of this notice has also been provided to your union representative, _____ [insert name of collective bargaining representative, if any ____]

Please contact _____ if you would like to inspect your personnel, medical or similar records prior to responding to this notice.

Sincerely,

Superintendent of Schools

[Commentary: Since the FOI Act requires that the Board provide the objection form, it should be included as an addendum to the policy]

Objection to the Disclosure of Personnel, Medical or Similar Files

I object to the disclosure of the following records from the personnel, medical or similar files of

_____:

Furthermore, I (we) state, under the penalties of false statement, that to the best of my (our) knowledge, information and belief there is good ground to support my (our) objection and that this objection is not initiated to cause a delay in the release of these records.

Employee

Subscribed and sworn to, before me, this _____ day of _____

Notary Public

Collective Bargaining Representative

Subscribed and sworn to, before me, this _____ day of _____

Notary Public