

**Community Relations – Communication With The Public**

**ADMINISTRATIVE REGULATIONS ON  
AVAILABILITY OF OFFICIAL DOCUMENTS**

**1130AR**

Records will be accessible according to provisions of the Freedom of Information Act and Section 1-19 and following of the Connecticut General Statutes.

Requests for disclosure must be in writing to the Office of the Superintendent of Schools.

The fee for producing copies of requested documents will be \$0.50 per page or each copy. The fee for providing data in electronic form shall be computed in accordance with Section 1-15 of the Connecticut General Statutes.

When an outside copying service is used to produce documents, the fee shall be equal to the fee charged by the copying service to produce the document provided, however, the fee for copying material other than computer-stored records shall not exceed \$0.50 per standard page.

Printed information will be issued in the form it is maintained and will not be specifically formatted, juxtaposed, extracted, condensed, expanded, combined, or refined to satisfy a Freedom of Information request.

With respect to computer-stored records, other costs may be charged for labor or services necessary to fulfill the request for information as allowed by Section 1-15(b) of the Connecticut General Statutes.

Fees shall be waived in situations meeting the requirements of Section 1-15(d) of the Connecticut General Statutes (e.g., where person requesting the records is indigent).

Prepayment of any fee estimated to be \$10 or more shall be required.

8/27/2004