

districts, tax districts and regional districts are also covered.

WHAT ABOUT MINUTES OF MEETINGS?

Connecticut law also requires that most meetings of public agencies be open to the public, that votes be recorded in writing and be available for inspection and that minutes be available within seven days. Agendas must be available at least twenty-four hours in advance of meetings. A schedule must be filed by January 31 of the meetings for the coming Year.

SAMPLE REQUEST

(name and address of department head)

Dear

Pursuant to the Connecticut General Statutes 1-14, I hereby request copies of the following records:

(describe the documents wanted)

I am requesting waiver of the fee because the records will be used for a study group to enhance public understanding of local government and will thus benefit the general welfare.

In the event fees will be charged exceeding \$10.00, please advise me in advance of the amount.

Sincerely,

WHAT IF THE REQUEST IS DENIED?

Records can be inspected during regular business hours, and a written request for copies must be answered in writing within four business days. A failure to respond within that time is treated as a denial.

A denial may be appealed anytime within thirty days to: The Freedom of Information Commission, 97 Elm Street (rear entrance) Hartford, Ct. 06106 (203) 566-5682