

PUBLIC RECORDS AND THE FREEDOM OF INFORMATION ACT (FOIA)

Records you must keep:

Pursuant to Connecticut General Statutes Section 11-8b, all public records are the property of the agency concerned and shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules and regulations adopted by the State Library Board. Such public records shall be delivered by outgoing official and employees to their successors and shall not be otherwise, removed, transferred, or destroyed unlawfully.

These records include, but are not limited to, desk calendars, e-mail messages, correspondence, financial aid records, student educational records, catalogs and commencement programs.

In compliance with regulations adopted by the State Library Board, public records must be kept for a minimum retention period and can only be disposed of upon obtaining approval from the Public Records Administrator and the State Archivist.

Retention schedules can be found on the Connecticut State Library's website: www.cslib.org

In order to dispose of a public record, after its minimum retention period has expired, a CCSU employee must fill out a Records Disposal Authorization form and send it to CCSU's Fiscal Affairs office for approval prior to destroying any records. For more information, please visit the CCSU Fiscal Affairs website: <https://www.ccsu.edu/fiscal-affairs/records-retention>

If you receive a request for records:

If you receive a FOIA request or any request for public record, refer the requester to the FOIA portal for electronic submission. This link can be found on Office of University Counsel website: <https://www.ccsu.edu/university-counsel/make-foia-request>

Please note that disclosure of some public records may violate other state and federal laws and there are instances in which disclosure of public records may be unlawful. All requests for public records need to go through the FOIA electronic portal. Once received, you may be asked for documents from the Office of University Counsel in order to comply with FOIA requests.