

EAST HARTFORD HOUSING AUTHORITY
Administrative Policies and Procedures

POLICY

Freedom of Information Act ("FOIA") Request

PURPOSE

The purpose of this policy is to provide clarification and guidance regarding Freedom of Information requests from members of the public. Except as otherwise provided by federal law or by state statute, the Freedom of Information Act, Connecticut General Statutes Chapter 14, guarantees public access to all public records maintained or kept on file by the agency.

PROCEDURE

The goal of the East Hartford Housing Authority ("Housing Authority") is to promptly provide requested information in compliance with the law. Public records maintained in the offices of the Housing Authority are available for public inspection during regular business hours. Certain records such as payroll records, employment records, vital statistics and other documents that contain confidential and personal information (including but not limited to Social Security numbers and personal bank account information) are not open for public inspection. Full or limited access to these records may be available in accordance with the disclosure requirements established in the statutes. Any concern regarding whether a particular item may be disclosed should be promptly addressed to the Executive Director. Payment for copies of documents may be made as itemized on the Freedom of Information fee schedule of the Housing Authority.

The Housing Authority's Freedom of Information Request Form should be completed for any document not readily available for public inspection in the office of the Executive Director. These forms are available in the Housing Authority offices located at 546 Burnside Avenue, East Hartford, CT 06108 ("Housing Authority Offices"). Completed FOI requests will be promptly forwarded to the appropriate personnel for response. The appropriate personnel will respond to the requester within four business days either by providing the material, denying the request, asking for clarification of the request if needed, or if the requested material is voluminous or other difficulty is encountered, by establishing a reasonable date upon which the documents will be made available.

When copies are not requested, arrangements will be made with the applicant for public inspection of requested information subject to disclosure per statute. Public inspection of documents may be viewed in the Housing Authority Offices.

Where copying costs exceed ten dollars (\$10.00), payment must be received prior to the release of the documents. Fees will be waived if the applicant can show an inability to pay due to indigence, consistent with the provisions of the law.

The Housing Authority has no legal obligation to, and will not perform analytical work, studies, investigations, calculations or program reviews, or create any document in response to a Freedom of Information request. If the requested information exists in the form of a document and is not in draft form, it will be provided, but documents exempted by law from release or availability to the public per, for example, C.G.S. § 1-210(b), will not be released or made available.

PROCESS

(1) Freedom of Information Request forms may be filed in the Housing Authority Offices.

(2) Requests will be promptly disseminated to the appropriate personnel.

(3) Within four business days the Housing Authority shall provide the information, issue a letter to the requestor denying the request, ask for further clarification or inform the requestor of a reasonable date when the information will be available.

(4) If no copy is requested, records subject to disclosure requirements as established in the statutes may be inspected at the Housing Authority Offices.


(5) If hard copies are requested they will be released, upon prepayment of payment that exceed ten dollars (\$10.00) or waiver of the legally required fees.

Effective Date

April 27, 2016

Approved by:
72093


Chairman, Prescille F. Yamamoto


Executive Director, Debra Bouchard