

A. PUBLIC RECORDS STATUTES

As noted in the Introduction and Glossary of Terms, your state likely recognizes a distinction between “public records,” which may include correspondence, office records, personnel records, etc., and “government publications,” which may be compiled as a means to disseminate government information of educational or public interest. This section addresses statutes that concern public records and, in particular, those that focus on record keeping requirements and retention. The compilation of statutes for your state may combine record keeping requirements with public access provisions or freedom of information laws. Those statutes are addressed in Sections B & C.

1. Does your state have “public records statutes,” as referred to in the paragraph above?

- Yes
 No

a. If “Yes,” cite your state’s public records statutes and the administrative regulations that supplement them.

Public Records: General Provisions, CONN. GEN. STAT. ANN. §§ 1-7 to 1-18 (2001).

Libraries: State Library, CONN. GEN. STAT. ANN. §§ 11-8 to 11-8c (2001).
CONN. AGENCIES REGS. §§ 11-8-1 to 11-8-26 & §§ 11-8a-5 to 11-8a-7 (1996).

b. If “No,” skip this whole section.

Additional comments:

2. The public records statutes/regulations apply to which of the following branches?

- Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Section 1-7, titled “Recording or copying by photographic, micrographic, electronic imaging or other process,” states “[w]hen any officer, office, court, commission, board, institution, department, agent or employee of the state, or any political subdivision thereof, is required or authorized by law or has the duty to record or copy any document . . .” This seems to make the Title 1 public records statutes applicable to all branches. Also, Title 1 of the CGSA is entitled “General Provisions.”

Section 1-18, “Disposition of Original Documents,” has been interpreted to apply to the disposition of court records. 25 Op. Atty. Gen. 308 (Oct. 11, 1948).

Sections 11-8 *et seq.* apply only to “all state agencies within the executive department, and the books, records, papers and documents of the several towns, cities, boroughs, districts and other political subdivisions of the state, including the probate districts.”

Additional comments:

3. Cite to public records statutes/regulations where “public record” is defined.

Not defined in “Public Records: General Provisions,” but in the Connecticut Freedom of Information Act, § 1-200(5) (2001): “‘Public records or files’ means any recorded data or information relating to the conduct of the public’s business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 2 of this act, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method.”

Additional comments:

The Connecticut Freedom of Information Act used to be codified at § 1-18a to 1-211 (*i.e.*, part of the “Public Records” chapter, but the Act was transferred to CONN. GEN. STAT ANN. §§ 1-200 to 1-241 when the code was revised in 1999.

4. Do the public records statutes/regulations address electronic records separately vis-à-vis print records?

Yes
 No

a. If “Yes,” cite to and briefly discuss statutes/regulations addressing electronic records; how are they treated differently?

Although § 1-7 is titled “Recording or copying by photographic, micrographic, electronic imaging or other process,” and states that “recording or copying may be done by any photographic, micrographic, electronic imaging or other process, which clearly and accurately copies, photographs or otherwise reproduces the original document, plat, paper or instrument of writing,” there is also a separate chapter in Title I (General Provisions) titled: “Electronic records and signatures,” which defines electronic records. However, that chapter has been repealed and replaced by the Connecticut Uniform Electronic Transactions Act, which will become effective October 1, 2002. Section 2(7) of the new UETA provides:

"Electronic record" means a record created, generated, sent, communicated, received or stored by electronic means, including, but not limited to, facsimiles, electronic mail, telexes and Internet messaging.

Sec. 17 of the new UETA provides: “Except as otherwise required by the State Librarian or the Public Records Administrator in accordance with sections 11-8 and 11-8a of the general statutes, each governmental agency in this state shall determine whether, and the extent to which, it will create and retain electronic records and convert written records to electronic records.”

5. Do the public records statutes/regulations address retention of records?

Yes

___ No

- a. If "Yes," cite to and briefly summarize the retention provisions.

Section 1-18, Disposition of Original Documents, provides:

The original records, papers or documents so reproduced may be disposed of in such manner as may meet the approval of the head of the political subdivision in charge thereof, or the probate court administrator in the case of probate records, with the approval of the public records administrator. All other original records, papers or documents so reproduced may be disposed of at the option of the keeper thereof.

- b. If "Yes," also cite to and discuss any provisions/regulations that address retention of electronic records; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

The Public Records Administrator has made a retention schedule for "electronic data processing records" under her regulatory authority, but it's not exactly a regulation itself - <http://www.cslib.org/statedata.pdf>

Additional comments:

The keeping of Public Records is addressed in several different titles of the CGSA. Title I, General Provisions, applies to all branches of government. Title 2, The General Assembly, contains rules applying to the legislature and legislative agencies, *e.g.*, § 2-10 (clerk's office; assistants; records; duties); § 2-11 (stenographers for General Assembly committees); § 2-13 (records of legislative proceedings, legislative record index) § 2-23(copies of bills, resolutions, calendars, journals and other legislative publications, furnishing of publications to public and municipalities); § 2-23a (alkaline paper for legislative documents); § 2-27 (printing and distribution of file bills); § 2-58 (preparation and publication of public and special acts); and § 2-61 (distribution of revised statutes and supplements, public and special acts).

Title 3 applies to the governor and other state elective officers, *e.g.*, § 3-4 (executive secretary and clerk; executive journal). The Secretary of State has several duties involving public records, *e.g.* § 3-84 (distribution of public acts taking effect from passage); § 3-86 (legislative acts and documents to each free public library); § 3-90 (register and manual); and § 3-98 photographic or electronic records and copies).

Title 4 applies to state agencies, *e.g.*, § 4-173 directs the publication of a compilation of regulations and supplements.

Title 7 applies to municipalities. Town clerks have many duties relating to public records, *e.g.*, § 7-23 (records and copies); § 7-24 (recording of instruments; safekeeping of records; recording of illegible instruments); § 7-25 (index); § 7-27 (municipal records to be kept in fire-resistive vaults or safes); § 7-27a (destruction of original land records or instruments); as do registrars of vital statistics (*see* § 7-42 *et seq.*). See also Municipalities: General Provisions, § 7-109 (destruction of documents) and § 7-110 (official publications of towns, cities and boroughs to be filed in State Library).

Title 11 is titled “Libraries,” and §§ 11-8 to 11-8c deal with records management. See § 11-8 (records management program; public records administrator); § 11-8a (retention, destruction, and transfer of documents; centralized microcopying services); § 11-8b (transfer or disposal of public records; State Library Board to adopt regulations); § 11-8c (recovery of public records by state librarian).

In Connecticut regulations have the same titles as the statutes under which they are promulgated (there is no index to agency regulations). The Connecticut Freedom of Information Commission Regulations are still codified at CONN. AGENCIES REGS. §§ 1-21-j-1 to 1-21-j-57, even though the statutory section on the Freedom of Information Commission, § 1-21-j, was repealed and transferred to § 1-205 when the statutory code was revised in 1999.

There are several regulations in titles 2 and 3 of the Regulations of Connecticut State Agencies which tangentially affect public records (e.g., 2-88-4 [law review commission; public access]; 2-88-6- [law review commission; public inspection]; §§ 3-77-1 to 3-77-24 [secretary of state; public information, courses and methods of operation, rules of practice, and personal data]; but the regulations regarding retention of records (although only applying to state agencies within the executive department and towns) appear in CONN. AGENCIES REGS. §§ 11-8-1 to 11-8-26 (standard for fire-resistive vaults and safes, examination of the indexes and inspection of records of the towns, filing requirements for maps) and §§ 11-8a-5 to 11-8a-7 (transferring archival records from the State Library).

See also *Records Management Manual: Statutes, Policies, and Procedures for Connecticut State Agencies*, Connecticut State Library (1999).

<http://www.cslib.org/opra.htm> (public records)

<http://www.cslib.org/archives.htm> (state archives)

6. Do the public records statutes/regulations or other sources of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens’ access to public records or acknowledge the state’s responsibility to permanently maintain public records?

Yes

No

- a. If “Yes,” cite to and provide relevant language.

§ 11-8. Records management program. Public records administrator, provides:

“The state librarian shall . . . establish and operate such facilities within the state, for the safe storage of original public records or security copies thereof; and carry out a program for the identification and preservation of essential records of the state and of its political subdivisions. He shall, with the approval of the State Library Board, adopt regulations for the creation and preservation of the records of the several towns, cities, boroughs and districts, including probate districts, of the state. Such regulations shall establish the physical characteristics required for . . . other processes for recording documents, used in the creation of public records. He shall ascertain

from time to time whether the provisions of the general statutes and of such regulations relating to the recording, filing, indexing, maintenance and disposition of such records are being carried out. He may order any person having the care and custody of such records to comply with such statutes or with such regulations.”

See also Important Dates in the History of Connecticut’s Public Records and State Archives Programs, Connecticut State Library (1999). (<http://www.cslib.org/importan.PDF>)

Additional comments:

7. Is a public records administrator, a public records commission or other officer/government entity responsible for administering the public records statutes/regulations?

Yes
 No

a. If “Yes,” cite to applicable statutes/regulations and identify the responsible officer/government entity.

CONN. GEN. STAT. ANN. § 11-8 (2001).

b. If “Yes,” also cite to and discuss any source of law requiring the responsible officer/government entity to permanently maintain government information; cite attorney general opinions, court decisions, and administrative rules or guidelines.

Additional comments:

8. Has any public records legislation/administrative regulation been proposed calling for “permanent public access” to electronic public records?

Yes
 No

a. If “Yes,” cite to and briefly discuss the legislation/proposed regulation; what was the outcome?

b. If “Yes,” also cite to documents from the legislative or regulatory history.

Additional comments:

9. Has litigation under the public records statutes resulted from the state’s failure to “permanently” maintain a public record?

Yes
 No

a. If “Yes,” cite to and briefly discuss each case.

Additional comments:

10. Discuss any unique circumstances in your state relevant to “permanent public access” of public records under public records statutes/regulations.

B. FREEDOM OF INFORMATION ACT

A state’s freedom of information act (or law) generally addresses public access to “public records.” As noted under Section A above, the compilation of statutes for your state may combine record keeping requirements and public access provisions.

1. Does your state have a “freedom of information act,” as referred to in the paragraph above?

Yes
 No

a. If “Yes,” cite your state’s freedom of information act (or law) statutes and the administrative regulations that supplement them.

CONN. GEN. STAT. ANN §§ 1-200 to 1-241 (2001).
CONN. AGENCIES REGS. §§ 1-21-j-1 to 1-21-j-57

b. If “No,” skip this whole section.

Additional comments:

2. The freedom of information act statutes/regulations apply to which of the following branches?

Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

CONN. GEN. STAT. ANN. § 1-201 provides:

(1) "Public agency" or "agency" means:

(A) Any executive, administrative or legislative office of the state or any political subdivision of the state and any state or town agency, any department, institution, bureau, board, commission, authority or official of the state or of any city, town, borough, municipal corporation, school district, regional district or other district or other political subdivision of the state, including any committee of, or created by, any such office, subdivision, agency, department, institution, bureau, board, commission, authority or official, and also includes any judicial office, official, or body or committee thereof but only with respect to its or their administrative functions.

Additional comments:

3. Cite to freedom of information law statutes/regulations where “public record” is defined.

CONN. GEN. STAT. ANN. § 1-201 provides:

(5) "Public records or files" means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method.

Additional comments:

4. Do the freedom of information act statutes/regulations address electronic records separately vis-à-vis print records?

Yes
 No

a. If "Yes," discuss whether the freedom of information act statutes/regulations had been amended at any time to cover electronic records; cite to and provide amending language.

Although the definition of "public records" above would seem to cover electronic records, there is also a separate chapter in Title I (General Provisions) titled: "Electronic records and signatures," which defines electronic records. However, that chapter has been repealed and replaced by the Connecticut Uniform Electronic Transactions Act, which will become effective October 1, 2002. Section 2(7) of the new UETA provides:

"Electronic record" means a record created, generated, sent, communicated, received or stored by electronic means, including, but not limited to, facsimiles, electronic mail, telexes and Internet messaging.

Sec. 17 of the new UETA provides: "Except as otherwise required by the State Librarian or the Public Records Administrator in accordance with sections 11-8 and 11-8a of the general statutes, each governmental agency in this state shall determine whether, and the extent to which, it will create and retain electronic records and convert written records to electronic records."

b. If "Yes," also cite to and briefly discuss statutes/regulations addressing electronic records; how are they treated differently?

Additional comments:

5. Do any freedom of information act statutes/regulations assure "permanent public access" of electronic public records?

Yes
 No

a. If "Yes," cite to and discuss any provisions/regulations that address "permanent public access"; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

6. Do the freedom of information act statutes/regulations or other sources of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens' access to public records or acknowledge the state's responsibility to permanently maintain public records?

Yes
 No

- a. If "Yes," cite to and provide relevant language.

"[I]t must be noted initially that there is an overarching policy underlying the [act] ... favoring the disclosure of public records." (Internal quotation marks omitted.) *Superintendent of Police v. Freedom of Information Commission*, 222 Conn. 621, 626, 609 A.2d 998 (1992).

Additional comments:

7. Has any freedom of information legislation/administrative regulation been proposed calling for "permanent public access" of electronic public records?

Yes
 No

- a. If "Yes," cite to and briefly discuss the legislation/proposed regulation; what was the outcome?
b. If "Yes," also cite to documents from the legislative or regulatory history.

Additional comments:

8. Has litigation under the freedom of information act resulted from the state's failure to "permanently" maintain a public record?

Yes
 No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

9. Discuss any unique circumstances in your state relevant to "permanent public access" of public records under freedom of information act statutes/regulations.

C. PUBLIC ACCESS LAWS

The term "public access law" is intended to be a catchall for all other statutes that address the permanency and public accessibility of government information. The type of law appropriately falling under this section is most likely to be a statute that governs availability and access of *government publications*. An example of such a statute is the "Free Public Access to the Code of Maryland Regulations Act," whose title alone explains much about its purpose.

1. Does your state have any “public access laws,” as referred to in the paragraph above?

Yes

No

a. If “Yes,” cite each of your state’s public access law statutes and the administrative regulations that supplement them.

b. If “No,” skip this whole section.

Additional comments:

2. For each public access law, specify the branches to which it applies.

Executive

Legislative

Judicial

Administrative (applying to all agencies, no matter what branch of government)

Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Additional comments:

3. For each public access law, cite to and discuss provisions/regulations addressing the particular form of government information addressed by the law.

Additional comments:

4. For each public access law, do the applicable statutes/regulations address electronic information separately vis-à-vis print information?

Yes

No

a. If “Yes,” cite to and briefly discuss statutes/regulations addressing electronic information; how is it treated differently?

Additional comments:

5. For each public access law, do the applicable statutes/regulations specifically address permanency of the information?

Yes

No

a. If “Yes,” for each public access law, cite to and briefly discuss the permanency provisions.

Additional comments:

6. For each public access law, do the applicable statutes/regulations specifically address accessibility of information?

Yes
 No

a. If "Yes," cite to and briefly discuss the accessibility provisions.

Additional comments:

7. For each public access law, do the applicable statutes/regulations or any other source of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens' access to government publications or acknowledge the state's responsibility to permanently maintain government publications?

Yes
 No

a. If "Yes," cite to and provide relevant language.

Additional comments:

8. Has any public access legislation/administrative regulation been proposed calling for "permanent public access" of electronic publications?

Yes
 No

a. If "Yes," cite to and briefly discuss the legislation/proposed regulation; what was the outcome?

b. If "Yes," also cite to documents from the legislative or regulatory history.

Additional comments:

9. Has litigation under any public access law resulted from the state's failure to "permanently" maintain a government publication?

Yes
 No

a. If "Yes," cite to and briefly discuss each case.

Additional comments:

10. Discuss any unique circumstances in your state relevant to "permanent public access" of government publications under public access laws.

D. STATE OFFICE FOR TECHNOLOGY AND CHIEF INFORMATION OFFICER

1. Does your state have an office for technology (or department of information technology, department of information service, or equivalent) and/or a chief information officer (or equivalent)?

Yes
 No

- a. If "Yes," provide the complete official name for the office and/or officer; cite to the statute giving that information.

Chief Information Officer, Department of Information Technology. CONN. GEN. STAT. ANN. § 4d-2(c).

- b. If "No," skip this whole section.

Additional comments:

2. Cite the "enabling" statute that created and defines the powers/responsibilities of the office/officer; when was the statute first enacted?

CONN. GEN. STAT. ANN. §§ 4d-1 to 4d-48 (2001). 1986 Conn. Pub. Acts 292.

Additional comments:

3. Does the office/officer have power to promulgate administrative regulations?

Yes
 No

- a. If "Yes," cite the body of administrative regulations promulgated by the office/officer.

The Chief Information Officer may adopt regulations to carry out the purposes of sections 4d-1 to 4d-5, inclusive, section 4d-7 and sections 4d-11 to 4d-14, inclusive (CGSA §4d-3), but so far has not done so.

Additional comments:

4. The office/officer has jurisdiction over which branches?

Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

- a. Briefly explain your answer and cite to applicable statutes/regulations.

Section 4d-1 (3) provides: "State agency" means each department, board, council, commission, institution or other agency of the executive department of the state government, provided each board, council, commission, institution or other agency included by law within any given department shall be deemed a division of that department. The term "state agency" shall include (A) the offices of the Governor, Lieutenant Governor, Treasurer, Attorney General, Secretary of

the State and Comptroller and (B) all operations of an executive department agency which are funded by either the General Fund or a special fund.

Additional comments:

5. Are the powers/responsibilities of the office/officer defined differently for electronic government information vis-à-vis print government information?

Yes
 No

- a. If "Yes," cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

See Freedom of Information Access to Computerized Public Records, State IT Policy, available at: http://www.doit.state.ct.us/policy/itpolicy/freedom_of_information.htm

6. Do applicable statutes/regulations for the office/officer set forth powers/responsibilities relating to "permanent public access" of government information?

Yes
 No

- a. If "Yes," cite to and discuss any provisions/regulations that address those powers/responsibilities; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

Section 4d-33, *"Public record" defined*, provides: "For purposes of this section and sections 4d-34 to 4d-39, inclusive, "public record" means a public record, as defined in section 1-200, and also includes any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a contractor or subcontractor for work under a contract, subcontract or amendment to a contract or subcontract, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method."

Section 4d-34, *Ownership rights and integrity of public records under a contract, subcontract or amendment*, provides: "(a) No contractor or subcontractor, or employee or agent of a contractor or subcontractor, shall have any ownership rights or interest in (1) any public records which the contractor, subcontractor, employee or agent possesses, modifies or creates pursuant to a contract, subcontract or amendment to a contract or subcontract, or (2) any modifications by such contractor, subcontractor, employee or agent to such public records.

(b) No contractor or subcontractor, or employee or agent of a contractor or subcontractor, shall impair the integrity of any public records which the contractor, subcontractor, employee or agent possesses or creates.

(c) Public records which a contractor, subcontractor, or employee or agent of a contractor or

subcontractor, possesses, modifies or creates pursuant to a contract, subcontract or amendment to a contract or subcontract shall at all times and for all purposes remain the property of the state.”

Section 4d-35, *Application of Freedom of Information Act to public records provided to contractor or subcontractor*, provides: “(a) Any public record which a state agency provides to a contractor or subcontractor shall remain a public record for the purposes of subsection (a) of section 1-210.

(b) With regard to any public record, the state agency and the contractor or subcontractor shall have a joint and several obligation to comply with the obligations of the state agency under the Freedom of Information Act, as defined in section 1-200, provided the determination of whether or not to disclose a particular record or type of record shall be made by such state agency.”

7. Does any relevant source of law acknowledge in any way the state’s responsibility to permanently maintain government information?

Yes
 No

a. If “Yes,” briefly discuss that recognition; cite to and provide relevant language.

Additional comments:

8. Whether or not a supporting source of law can be identified, does the office/officer acknowledge responsibility to permanently maintain government information?

Yes
 No

a. If “Yes,” briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

Additional comments:

9. Has the office/officer undertaken any special initiatives or projects involving “permanent public access” of government information?

Yes
 No

a. If “Yes,” briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

10. Has any litigation involving the office/officer resulted from the state’s failure to “permanently” maintain government information?

Yes
 No

- a. If "Yes," cite to and briefly discuss each case.

Additional comments:

11. Discuss any unique circumstances in your state relevant to the office for technology and/or chief information officer.

E. STATE TECHNOLOGY PLANS

1. Does your state have a current official information technology plan (or equivalent)?

Yes

- a. If "Yes," describe what government entity was responsible for creating the plan; cite to the source of its authority.

Section 4d-7, Information and telecommunication systems strategic plan, provides: "(a) The Chief Information Officer shall develop, publish and annually update an information and telecommunication systems strategic plan which shall have the following goals: (1) To provide a level of voice and data communications service among all state agencies that will ensure the effective and efficient completion of their respective functions; (2) to establish a direction for the collection, storage, management and use of information by state agencies in an efficient manner; (3) to develop a comprehensive information policy for state agencies that clearly articulates (A) the state's commitment to the sharing of its information resources, (B) the relationship of such resources to library and other information resources in the state and (C) a philosophy of equal access to information; (4) to provide all necessary telecommunication services between state agencies and the public; (5) to provide, in the event of an emergency, immediate voice and data communications capabilities which are necessary to support state agency functions; and (6) to provide necessary access to higher technology for state agencies.

(b) In order to facilitate the development of a fully integrated state-wide information services and telecommunication system which effectively and efficiently supports data processing and telecommunication requirements of all state agencies, the strategic plan shall include: (1) Establishment of guidelines and standards for the architecture for information and telecommunication systems which support state agencies; (2) plans for a cost-effective state-wide telecommunication network to support state agencies, which network may consist of different types of transmission media, including wire, fiber and radio, and shall be able to support voice, data, video and facsimile transmission requirements and any other form of information exchange which takes place via electromagnetic media; (3) a level of information systems and telecommunication planning for all state agencies and operations throughout the state that will ensure the effective and efficient utilization and access to the state's information and telecommunication resources, including but not limited to, (A) an inventory of existing on-line public access arrangements for state agency data bases which contain information subject to disclosure under the Freedom of Information Act, as defined in section 1-200, (B) a list of data bases for which such access could be provided, including data bases containing consumer, business and health and human services program information, (C) provisions addressing the feasibility and cost of providing such access, (D) provisions for a public-private partnership in

providing such on-line access, and (E) provisions to enable citizens to communicate with state agencies by electronic mail; (4) identification of annual expenditures and major capital commitments for information and telecommunication systems; and (5) a direction and policy planning pertaining to the infusion of new technology for such systems for state agencies. In carrying out the provisions of subparagraphs (A) to (E), inclusive, of subdivision (3) of this subsection, the Chief Information Officer shall consult with representatives of business associations, consumer organizations and nonprofit human services providers.

(c) Each state agency shall submit to the Chief Information Officer all plans, documents and other information requested by the Chief Information Officer for the development of such plan.

(d) The Chief Information Officer shall not implement a state agency proposal for information system hardware, software, maintenance service or consulting unless such proposal complies with the strategic plan and the agency's approved business systems plan. The Chief Information Officer shall maintain a current inventory of information system components to facilitate asset management and procurement leverage.

b. If "Yes," also provide complete bibliographic information about the plan; when was it published?

<http://www.cmac.state.ct.us/sbp/final.doc>

c. If "No," skip this whole section.

Additional comments:

Last Revised: May 11, 1998 (*Plan Adopted on November 17, 1997*)

2. The technology plan covers which branches?

- Executive
- Legislative
- Judicial
- Administrative (applying to all agencies, no matter what branch of government)
- Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

See above.

Additional comments:

3. Does the current plan include a section on permanency and public accessibility of electronic government information?

- Yes
- No

a. If "Yes," cite to and provide relevant language of the plan.

V. Information Policies and Standards

Critical Issues

1. The comprehensive information policy called for in Section 16a-113(a) of the General Statutes of Connecticut has not been fully developed. The development of such a comprehensive policy will provide a critically important framework for the policies needed to guide the business plan for the State's Internet services.
2. While we lack a comprehensive information policy, there are a number of existing statutes that cover aspects of policy that need to be included in the Business Plan. These include such areas as public record management, freedom of information, some aspects of confidentiality, and access to information. These need to be reviewed, and updated and expanded where needed, in order to ensure that they are able to incorporate current telecommunications and Internet technologies.
3. Internet and Web technologies have brought into sharp focus such areas as confidentiality and privacy for users of government information. Likewise, data security is an issue of critical importance and must be adequately addressed in our policies and practices. Additional statutes and/or policies may need to be developed to assure appropriate protections in these areas.
4. If we consider state government information as strategic public resources, then there is a critical need to clearly assign authority for the overall coordination of these resources, and particularly those that are made available via the Internet and the World Wide Web. This includes such areas as public access; informing citizens about the availability of sources of government information; and assuring the accuracy, timeliness, and integrity of the information.
5. Establish policies to ensure that data and information collected by law for one purpose will not inadvertently be used for other purposes.

Strategic Objectives

1. Complete development of the comprehensive information policy called for by the statutes.
2. Ensure that this policy is known and understood by all agencies and the public.

Strategies

1. Develop information policies and standards that will guide State agencies in the provision of access to government services and information.
2. Undertake a thorough review and analysis of existing statutes, regulations, policies, and practices covering access to and management of the State's government information resources. Revise and update these as needed.
3. Develop appropriate definitions and assign authority and responsibility for the overall coordination of Internet- and Web-based State government information resources.

Action Plans

Convene a group of Information professionals (from all three branches of government) to address the following:

- Create a uniform set of policies and standards.
- Recommend changes to existing statutes and regulations.
- Develop definitions for web based information.
- Recommend the appropriate locus of Internet related information within State government.

Additional comments:

4. Discuss any unique circumstances in your state relevant to technology planning or the current information technology plan.

F. STATE PRINTING OFFICE AND STATE PRINTER

1. Does your state have an official printing office (or equivalent) and/or an official printer (or equivalent)?

Yes
 No

- a. If "Yes," provide the complete official name for the printing office and/or official printer; cite to the statute giving that information.
- b. If "No," skip this whole section.

Commission on Official Legal Publications, Office of Production and Distribution.

Additional comments:

2. Cite the "enabling" statute that created and defines the powers/responsibilities of the printing office/official printer.

CONN. GEN. STAT. ANN. 51-216a, 51-216b and 51-216c.

Additional comments:

3. Does the printing office/official printer have power to promulgate administrative regulations?

Yes
 No

- a. If "Yes," cite the body of administrative regulations promulgated by the printing office/official printer.

Additional comments:

4. The printing office/official printer has jurisdiction over which branches?

Executive
 Legislative

- Judicial
- Administrative (applying to all agencies, no matter what branch of government)
- Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

The author's colleagues at the State Library tell her that COLP is only a Judicial agency; it doesn't have authority over the executive or legislative branch. The executive branch agency that was the official printing office has been abolished. However, the statute below applies to executive agencies.

Section § 4-173, Publication of compilation of regulations and supplements, provides: (a) The Commission on Official Legal Publications shall publish and distribute a compilation of all effective regulations adopted by all state agencies subsequent to October 27, 1970, except regulations adopted pursuant to subsection (e) of section 4-168. Such publication may be a supplement to or revision of the most current compilation, and shall be published at least semiannually. The Commission on Official Legal Publications may omit from such compilation (1) any regulation that is incorporated by reference into a Connecticut regulation and published by or otherwise available in printed form from a federal agency, a government agency of another state or a commercial publishing company or (2) any regulation that is too expensive to publish or (3) any regulation the publication of which would be unduly cumbersome. If such commission omits a regulation from the compilation, it shall publish in the compilation a notice identifying the omitted regulation, stating the general subject matter of the regulation and stating an address, telephone number and any other information needed to obtain a copy of the regulation. Such address and telephone number shall be kept current in each semiannual publication of the compilation. The commission shall publish any regulation that has been omitted from publication under subdivision (2) of this subsection as soon as the commission has sufficient funds.

(b) The Commission on Official Legal Publications shall in addition cause to be published in the Connecticut Law Journal at least monthly the text of all regulations received by such commission from the office of the Secretary of the State pursuant to section 4-172 during the preceding month. The commission may omit from the Connecticut Law Journal (1) any regulation submitted in accordance with subsection (f) of section 4-168, for the purposes of renumbering sections only, if a correlated table of the former and new section numbers is published in lieu of the full text, (2) any regulation that is incorporated by reference into a Connecticut regulation and published by or otherwise available in printed form from a federal agency, a government agency of another state or a commercial publishing company and (3) any regulation the publication of which would be too expensive or unduly cumbersome. If such commission omits a regulation from publication in the Connecticut Law Journal under subdivision (2) or (3) of this subsection, the commission shall publish in the Connecticut Law Journal a notice identifying the omitted regulation, stating the general subject matter of the regulation and stating an address, telephone number and any other information needed to obtain a copy of the regulation.

(c) Each agency which adopts a regulation shall make the regulation available for inspection and copying at its main office.

(d) Any publication made pursuant to subsections (a) and (b) of this section shall be made available upon request to agencies and officials of this state free of charge, and to other persons at prices fixed by the Commission on Official Legal Publications, in accordance with section 51-216b.

(e) The compilation of regulations published under subsection (a) of this section and all Connecticut regulations omitted from the compilation under subsection (a) shall be maintained in the reference collection of each law library described in section 11-19a.

§ 51-216a, Commission on Official Legal Publications—Publications—Copyrights, provides: (b) The commission shall acquire, publish, distribute and maintain for the benefit of the state a sufficient supply of the official legal publications, which shall consist of: (1) The Connecticut Reports consisting of the reports of cases determined by the Supreme Court as prepared for publication by the Reporter of Judicial Decisions, (2) reports of cases determined by the Appellate Court as prepared for publication by the Reporter of Judicial Decisions, (3) the Connecticut Law Journal, (4) the Connecticut Practice Book and cumulative supplements thereto, (5) the digests compiled by or under the supervision of the Reporter of Judicial Decisions pursuant to section 51-215b, and such other volumes of law reports and digests as the Reporter of Judicial Decisions deems necessary, (6) such decisions of the Superior Court as the Reporter of Judicial Decisions selects for publication pursuant to section 51-215a, and (7) such additional publications pertaining to the state judicial branch, the Supreme Court, the Appellate Court, the Superior Court and the practice of law as may be assigned to the commission. The commission may publish, maintain and distribute the official legal publications in available alternative formats. An alternative format may be the sole method for the publication, maintenance and distribution of all volumes of the Connecticut Reports, excluding the most recent one hundred volumes.

(c) In addition to the publication of regulations pursuant to section 4-173, the commission shall publish in the Connecticut Law Journal except as they may be incorporated into any revision of the Connecticut Practice Book: (1) Rules adopted by the judges of the Supreme Court, including but not limited to the rules adopted by the Supreme Court for the courts of probate, (2) the rules of the Appellate Court, and (3) the rules of the Superior Court.

(d) The commission may publish in the Connecticut Law Journal, or prepare for separate publication and publish, such other documents and information as in its opinion are proper or of sufficient importance to warrant publication.

(e) The commission may establish an electronic bulletin board to provide information to members of the public upon such terms as it deems to be in the best interest of the state.

(f) The commission shall, to the extent it finds it desirable to do so, cause official legal publications to be copyrighted in the name of the Secretary of the State for the benefit of the people of the state.

(g) All official legal publications published by the commission pursuant to this section and each compilation of effective regulations published by the commission pursuant to section 4-173 shall be printed on paper that meets or exceeds the American National Standards Institute standards for permanent paper, unless such paper is not available.

5. Briefly discuss the functions of the printing office/official printer. Then:

- a. Describe your state's use of in-house agency publishing and/or commercial publishing of government information.

The author's colleagues at the State Library tell her that COLP does the Judicial publishing; Tony Trouern-Trend's office [Legislative Commissioner's Office] does the legislative pubs., and all other state agencies do their own.

- b. What percentage of official state government documents are printed by the printing office/official printer?
- c. To what extent is the printing office/official printer involved in the electronic dissemination of government information?

The author's colleagues at the State Library tell her he contributes to the website.

Additional comments:

- 6. Are the powers/responsibilities of the printing office/official printer defined differently for electronic government information vis-à-vis print government information?

Yes
 No

- a. If "Yes," cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

- 7. Do applicable statutes/regulations for the printing office/official printer set forth powers/responsibilities relating to "permanent public access" of government information?

Yes
 No

- a. If "Yes," cite to and discuss any provisions/regulations that address those powers/responsibilities; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

- 8. Does any relevant source of law acknowledge in any way the state's responsibility to permanently maintain government information?

Yes
 No

- a. If "Yes," briefly discuss that recognition; cite to and provide relevant language.

Additional comments:

- 9. Whether or not a supporting source of law can be identified, does the printing office/official printer acknowledge responsibility to permanently maintain government information?

Yes
 No

- a. If "Yes," briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

Additional comments:

10. Has the printing office/official printer undertaken any special initiatives or projects involving “permanent public access” of government information?

Yes
 No

- a. If “Yes,” briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

11. Has any litigation involving the printing office/official printer resulted from the state’s failure to “permanently” maintain government information?

Yes
 No

- a. If “Yes,” cite to and briefly discuss each case.

Additional comments:

12. Discuss any unique circumstances in your state relevant to the official printing office and/or official printer.

G. STATE ARCHIVES AND STATE ARCHIVIST

This section addresses your state’s official archives and state archivist. If these responsibilities are by law under the auspices of your state library and state librarian, please move on to Section H.

1. Does your state have an official archives (or equivalent) and/or an official archivist (or equivalent)?

Yes
 No

- a. If “Yes,” provide the complete official name for the archives and/or archivist; cite the statute giving that information.

CONN. GEN. STAT. ANN. § 11-1c provides “The State Library Board shall create and maintain the official state archives. The state librarian shall . . . appoint an assistant, who shall be the state archivist.”

- b. If “No,” skip this whole section.

Additional comments:

2. Cite the “enabling” statute that created and defines the powers/responsibilities of the archives/archivist.

See above. Section 11-8a provides: (c) If the public records administrator and the **state archivist** determine that certain books, records, papers and documents which have no further administrative, fiscal or legal usefulness are of historical value to the state, the state librarian shall direct that they be transferred to the state library. If the state librarian determines that such books, records, papers and documents are of no administrative, fiscal, or legal value, and the public records administrator and **state archivist** determine that they are of no historical value to the state, the state librarian shall approve their disposal, whereupon the head of the state agency or political subdivision shall dispose of them as directed by the state librarian.

Section 11-8l, concerning the Historic Documents Preservation Grant Program, provides:

(a) The Public Records Administrator shall establish and administer an historic documents preservation grant program to help municipalities to enhance or improve the preservation and management of historic documents. Each application shall include a description of the purpose, objective and budget of the activities to be funded by the grant. The chief executive officer of a municipality applying for a grant under this section may designate the town clerk of that municipality as the agent to make such application.

(b) The Public Records Administrator shall establish, by regulations adopted in accordance with chapter 54, relative priorities for the approval of grants under this section. Such priorities may take into account the differing needs of municipalities, the need for consistency and equity in the distribution of grant awards and the extent to which particular projects may advance the purposes of this section. The Public Records Administrator may establish further criteria for the approval of grants under this section. Not later than February 1, 2001, the Public Records Administrator shall develop and disseminate a pamphlet that describes the evaluation process for grant applications under this section. In awarding grants under this section, the Public Records Administrator shall consult with the **State Archivist** and any other person the Public Records Administrator deems necessary.

(c) The Public Records Administrator shall authorize grant awards under this section on or before July thirty-first and December thirty-first of each fiscal year in which payment of a grant is to be made.

(d) The Public Records Administrator shall allocate seventy per cent of the moneys in the historic documents preservation account in any fiscal year to fund applications submitted under this section provides, (a) The Public Records Administrator shall establish and administer an historic documents preservation grant program to help municipalities to enhance or improve the preservation and management of historic documents. Each application shall include a description of the purpose, objective and budget of the activities to be funded by the grant. The chief executive officer of a municipality applying for a grant under this section may designate the town clerk of that municipality as the agent to make such application.

(b) The Public Records Administrator shall establish, by regulations adopted in accordance with chapter 54, relative priorities for the approval of grants under this section. Such priorities may take into account the differing needs of municipalities, the need for consistency and equity in the distribution of grant awards and the extent to which particular projects may advance the purposes of this section. The Public Records Administrator may establish further criteria for the approval of grants under this section. Not later than February 1, 2001, the Public Records Administrator shall develop and disseminate a pamphlet that describes the evaluation process for grant applications under this section. In awarding grants under this section, the Public Records Administrator shall consult with the **State Archivist** and any other person the Public Records Administrator deems

necessary.

(c) The Public Records Administrator shall authorize grant awards under this section on or before July thirty-first and December thirty-first of each fiscal year in which payment of a grant is to be made.

(d) The Public Records Administrator shall allocate seventy per cent of the moneys in the historic documents preservation account in any fiscal year to fund applications submitted under this section.

Additional comments:

3. Does the archive/archivist have power to promulgate administrative regulations?

Yes
 No

a. If "Yes," cite the body of administrative regulations promulgated by the archive/archivist.

Additional comments:

4. The archive/archivist has defined responsibilities for which branches?

Executive
 Legislative
 Judicial
 Administrative (applying to all agencies, no matter what branch of government)
 Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

The author's colleagues at the State Library tell her that they are unaware of any statutory authorization, but the Archives definitely feels it has responsibility for records from all branches of government.

Additional comments:

5. Briefly discuss the functions of the archive/archivist.

Appraises, acquires, preserves and organizes Connecticut State government records of enduring value; administers and acquires appropriate archival collections of local government and non-government records pertaining to the history and heritage of Connecticut.

Additional comments:

6. Are the powers/responsibilities of the archive/archivist defined differently for electronic government information vis-à-vis print government information?

Yes
 No

- a. If “Yes,” cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

- 7. Do applicable statutes/regulations for the archive/archivist set forth powers/responsibilities relating to “permanent public access” of government information?

Yes
 No

- a. If “Yes,” cite to and discuss any provisions /regulations that address those powers/responsibilities; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

- 8. Does any relevant source of law acknowledge in any way the state’s responsibility to permanently maintain government information?

Yes
 No

- a. If “Yes,” briefly discuss that recognition; cite to and provide relevant language.

Section 11-4c discusses ‘permanent preservation in the State Library’ of ‘books, records, documents, original papers or files’ from ‘any official of the state or of any town, or any other official’.

Additional comments:

- 9. Whether or not a supporting source of law can be identified, does the archive/archivist acknowledge responsibility to permanently maintain government information?

Yes
 No

- a. If “Yes,” briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

See 11-4c above; is the supporting source for the Archives to keep archival material, and the Library to keep any non-archival material.

Additional comments:

- 10. Has the archive/archivist undertaken any special initiatives or projects involving “permanent public access” of government information?

Yes
 No

- a. If “Yes,” briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

11. Has any litigation involving the archive/archivist resulted from the state's failure to "permanently" maintain government information?

Yes
 No

- a. If "Yes," briefly discuss the circumstances of each case and its outcome, and provide citations to any court decisions.

Additional comments:

12. Discuss any unique circumstances in your state relevant to the official archive and/or official archivist.

H. STATE LIBRARY AND STATE LIBRARIAN

This section addresses your state's official library and state librarian. There is no separate section that addresses the official law library and state law librarian, if any. If your state has an official library *and* an official law library (and/or official librarian *and* official law librarian), it may be appropriate to address those government entities and/or persons separately.

1. Does your state have an official library (or equivalent) and/or an official librarian (or equivalent)?

Yes
 No

- a. If "Yes," provide the complete official name for the library and/or librarian; cite to the statute giving that information.

CONN. GEN. STAT. ANN § 11-1 (d) provides that "The State Library Board shall appoint the State Librarian."

- b. If "No," skip this whole section.

Additional comments:

2. Cite the "enabling" statute that created and defines the powers/responsibilities of the library/librarian.

CONN. GEN. STAT. ANN. § 11-2. Powers and duties of state librarian

Additional comments:

3. Does the library/librarian have power to promulgate administrative regulations?

Yes
 No

- a. If "Yes," cite the body of administrative regulations promulgated by the library/librarian.

CONN. AGENCIES REGS. §§ 11-8-1 to 11-8-26 & §§ 11-8a-5 to 11-8a-7 (1996).

Additional comments:

4. The library/librarian has defined responsibilities for which branches?

Executive

Legislative

Judicial

Administrative (applying to all agencies, no matter what branch of government)

Other

a. Briefly explain your answer and cite to applicable statutes/regulations.

Section 11-8 provides that “the state librarian shall be responsible for developing and directing a records management program for the books, records, papers and documents of all state agencies within the executive department, and the books, records, papers and documents of the several towns, cities, boroughs, districts and other political subdivisions of the state.”

Section 11-9b, 11-9c and 11-9d gives authority to State Library for all state agencies (11-9b(c) for collecting and maintaining state agency publications.

Additional comments:

5. Briefly discuss the functions of the library/librarian.

§ 11-2, Powers and duties of state librarian, provides: The State Library shall maintain programs for library development and reader services. The State Librarian shall be the administrative officer of the State Library and shall administer, coordinate and supervise the library. The State Librarian shall have the authority to sign contracts approved by the State Library Board in accordance with the policies established by the State Library Board. The State Librarian, with the approval of the State Library Board, may appoint members of the staff of the State Library. Members of the staff of the State Library employed in positions requiring graduation from a library school shall be members of the unclassified service. The State Librarian may purchase for the State Library such books as the State Library Board directs or authorizes. He is authorized and directed to distribute copies of the files of each act favorably reported by any committee of the General Assembly and printed in the files to each high school and university in the state, upon request.

Additional comments:

6. Are the powers/responsibilities of the library/librarian defined differently for electronic government information vis-à-vis print government information?

Yes

No

a. If “Yes,” cite to and briefly discuss applicable statutes/regulations addressing electronic government information; how is it treated differently?

Additional comments:

7. Do applicable statutes/regulations for the library/librarian set forth powers/responsibilities relating to “permanent public access” of government information?

Yes
 No

- a. If “Yes,” cite to and discuss any provisions/regulations that address those powers/responsibilities ; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

§ 11-4c. Preservation of official documents in state library, provides: Any official of the state or of any town, or any other official may turn over to the state librarian, with his consent, for permanent preservation in the state library, any official books, records, documents, original papers or files, not in current use in his office, taking a receipt therefor which shall be recorded. Such official may, in like manner, turn over to the state librarian, with his consent, for use of the state, any printed books, records, documents or reports not in current use in his office. The state librarian, upon the request of any person entitled thereto, shall furnish a certified copy of any official state or municipal books, records, documents, original papers, land, or probate records in his custody, and such certified copy shall be entitled to the same weight as evidence as though certified by the authority by whom such record, document or paper was deposited with said librarian.

Additional comments:

8. Does any relevant source of law acknowledge in any way the state’s responsibility to permanently maintain government information?

Yes
 No

- a. If “Yes,” briefly discuss that recognition; cite to and provide relevant language.

Sec. 11-9c(6) directs the State Library to retain sufficient copies for preservation, reference, and interlibrary loan purposes.

Additional comments:

9. Whether or not a supporting source of law can be identified, does the library/librarian acknowledge responsibility to permanently maintain government information?

Yes
 No

- a. If “Yes,” briefly discuss when and how that responsibility was acknowledged; cite to any supporting source of law.

Additional comments:

10. Has the library/librarian undertaken any special initiatives or projects involving “permanent public access” of government information?

Yes
 No

a. If “Yes,” briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

11. Has any litigation involving the library/librarian resulted from the state’s failure to “permanently” maintain government information?

Yes
 No

a. If “Yes,” cite to and briefly discuss each case.

Additional comments:

12. Discuss any unique circumstances in your state relevant to the state library and/or state librarian.

I. STATE DEPOSITORY LIBRARY LAWS

States often have a depository library program patterned after the federal model for disseminating federal government publications.

1. Does your state have a “depository library program,” as referred to in the paragraph above?

Yes
 No

a. If “Yes,” cite your state’s depository library law statutes and the administrative regulations that supplement them.

CONN. GEN. STAT. ANN. §§ 11-9b to 11-9d (2001).

§ 11-9b. Definitions:

As used in this section and sections 11-9c and 11-9d:

(a) "State publications" means all publications printed or published by or under the direction of the state or any officer thereof, or any other agency supported wholly or in part by state funds;

(b) "Printed" means all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(c) "State agency" means every state office, officer, department, division, bureau, board and commission, permanent or temporary in nature, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education;

(d) "Depository library" means the designated library for collecting, maintaining and making available to the general public Connecticut state agency publications.

§ 11-9c. Administration of state publications collection and depository library system

The state library shall administer a Connecticut state publications collection and a **depository library** system. The state library shall: (1) Establish and administer, with the approval of the State Library Board, such rules and regulations as may be deemed necessary to carry out the provisions of sections 11-9b to 11-9d, inclusive; (2) develop and maintain standards for **depository libraries**, including ascertaining their geographical distribution, with the approval of the State Library Board; (3) enter into depository contracts with libraries that meet the standards for eligibility established by the state library; (4) annually advise designated staff in each agency, required by section 11-9d, of the number of copies of publications needed for distribution; (5) receive from state agencies on or about publication date the specified number of copies of each publication; (6) retain sufficient copies in the Connecticut state library for preservation, reference and interlibrary loan purposes; (7) distribute two copies of each publication to the Library of Congress and one copy to an additional national or regional research library designated by the state library; (8) distribute copies of publications to **depository libraries** within the state in accordance with the terms of their depository contracts and to libraries outside the state in accordance with any agreements entered into for the exchange of state publications and (9) publish periodically, but at least quarterly, and distribute to depository and other libraries in Connecticut, other state libraries, state legislators and state agencies and libraries, upon request, an official indexed list of Connecticut state publications with an annual cumulated index.

§ 11-9d. State agencies to supply publications to state library; designation of staff

(a) Designated staff in each state agency shall be responsible for supplying the publications of that agency to the state library. Each such agency shall notify the state library of the identity of such designated staff within thirty days after October 1, 1977, and upon any change of personnel. Said staff shall supply the state library annually or upon request with a complete list of the agency's current publications.

(b) Every state agency shall, upon publication, deposit a sufficient number of copies of each of its publications with the state library to meet the needs of the **depository library** system.

b. If "No," skip this whole section.

Additional comments:

2. Do the depository library statutes/regulations address electronic government information separately vis-à-vis print government information?

Yes

No

- a. If "Yes," cite to and briefly discuss statutes/regulations addressing electronic government information; how is it treated differently?

b. If "No," explain whether or not the statutes/regulations have been construed to cover electronic government information?

No.

Additional comments:

3. Do any depository library statutes/regulations assure "permanent public access" of electronic government information?

Yes

No

a. If "Yes," cite to and discuss any provisions/regulations that address "permanent public access"; cite to any other source of law supplementing them: attorney general opinions, court decisions, administrative rules or guidelines.

Additional comments:

4. Do the depository library statutes/regulations or any other source of law supplementing them (particularly a declaration of legislative intent or a relevant attorney general opinion) declare the public policy of the state and address the scope of citizens' access to government information or acknowledge the state's responsibility to permanently maintain public records?

Yes

No

a. If "Yes," cite to and provide relevant language.

Additional comments:

5. Have depository libraries as a whole undertaken any special initiatives or projects involving "permanent public access" of government information?

Yes

No

a. If "Yes," briefly describe those special initiatives or projects; discuss their effectiveness and actual accomplishments.

Additional comments:

6. Please determine the absolute number or percentage of titles:

Formerly distributed in print, now distributed exclusively in electronic format.

Never before distributed, now distributed in electronic format.

Additional comments:

7. Discuss the depository library program's effectiveness and actual accomplishments in disseminating, preserving and providing access of electronic government information?

They don't.

Additional comments:

J. COOPERATIVE ARRANGEMENTS

One can imagine any number of cooperative arrangements to assure "permanent public access." A well-known example is the partnership between the Texas Electronic Depository program (involving the Texas State Library and Archives Commission) and the University of North Texas Libraries (see description for program C304 at Computers in Libraries 2002 on the Information Today website). A hypothetical example of a less formalized cooperative arrangement is where a state's highest court relies on the state bar association to publish the court's decisions.

1. To secure PPA, has any state agency or other government entity (judicial, legislative or executive) partnered with any not for profit, educational, or for profit organization outside of government?

Yes
 No

- a. If "Yes," describe each partnership, noting whether it is funded by a grant or through a government appropriation; give a brief history and summary of accomplishments.

See <http://www.cslib.org/pathfinders/corc.htm>

which describes the State Library's joint effort with OCLC to preserve and make accessible electronic state documents. It also has a draft definition of electronic state document.

Additional comments:

2. Does the state rely on any cooperative activities that are not actually formalized?

Yes
 No

- a. If "Yes," describe each relationship and cooperative activity; give a brief history and a summary of accomplishments.

Additional comments:

3. Does any state agency or other government entity secure "permanent public access" through any other type of cooperative arrangement?

Yes
 No

- a. Describe each cooperative arrangement; give a brief history and a summary of accomplishments.

Additional comments:

K. FACTORS TO BE CONSIDERED IN FUTURE ADVOCACY OR REFORM EFFORTS

1. If “permanent public access” is neglected in your state, carefully examine existing public records statutes, freedom of information statutes, public access laws, etc., and respond to the following:
 - a. If possible, cite to and discuss one or two specific places in statutes or other sources of law where the state legislature or a responsible agency might naturally insert basic reform language.

The section about the State Library.

- b. If specific places to insert reform language are not obvious, very briefly discuss what state agency or other government entity might naturally be made responsible for “permanent public access.”

Additional comments:

2. Discuss known failed efforts in your state to achieve “permanent public access”; how might new efforts succeed?

Additional comments:

Don’t know of any failed efforts.

L. DIRECTORY

This section asks you to collect directory-type information for important state officials involved in the dissemination of government information.

Provide official contact information for:

1. State Chief Information Officer (or equivalent)

Rock Regan
Chief Information Officer
101 East River Drive
East Hartford, CT 06108
Telephone: (860) 622-2419
E-mail: rock.regan@po.state.ct.us

2. State Printer

Richard J. Hemenway (for Judicial only)
Publications Director
Office of Production and Distribution
Commission on Official Legal Publications
111 Phoenix Avenue,
Enfield, CT 06082-4453
Telephone: (860) 741-3027
Fax: (860) 745-2178
E-mail: Richard.hemenway@jud.state.ct.us

3. State Archivist

Mark H. Jones
State Archivist
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106
Telephone: (860) 757-6595
Fax: (860) 757-6542

4. State Librarian and/or State Law Librarian

Kendall Wiggin
State Librarian
231 Capitol Avenue
Hartford, CT. 06106
Telephone: (860) 757-6510
Fax: (860) 757-6503
E-mail: kwiggins@cslib.org

5. State Attorney General (on freedom of information act issues, etc.)

Not an AG but the contact:

Mitchell W. Pearlman, Executive Director
Freedom of Information Commission
18-20 Trinity Street
Hartford, CT 06106
Telephone: (860) 566-5682
Fax: (860) 566-6474
E-mail: foia@po.state.ct.us

M. IMPORTANT STATE RESOURCES

Provide URLs or other finding information for:

1. Official state home page <http://www.state.ct.us/>
2. State agency portal <http://www.state.ct.us/agency.htm>
 - a. Does the portal have a searching capability similar to FirstGov?

Yes.

3. Legislative website <http://www.cga.state.ct.us/default.asp>

a. Does the website cover the current year only?

No.

b. Are services free or fee-based?

Free.

4. Judicial websites <http://www.jud.state.ct.us/>

5. Regulatory agency websites <http://www.state.ct.us/agency.htm>

6. Freedom of Information Service Hotline

a. Does the state have an ombudsman for freedom of information act issues?

Yes.

b. Is the state attorney general's office the public's contact for freedom of information act issues?

No. See Freedom of Information Commission above.

Mitchell W. Pearlman, Executive Director
Freedom of Information Commission
18-20 Trinity Street
Hartford, CT 06106
Telephone: (860) 566-5682
Fax: (860) 566-6474
E-mail: foia@po.state.ct.us