

STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF POLICY AND MANAGEMENT PROCEDURE TO RESPOND TO FREEDOM OF INFORMATION (FOI) REQUESTS

Gareth Bye of the Legal Affairs Unit ("Legal Unit") is OPM's Freedom of Information Commission ("FOIC") liaison and Eleanor Michael is his backup. All request for documents under the Freedom of Information Act ("FOIA"), whether said request is received in person, by phone, fax, e-mail, or U.S. mail should be routed through Gareth, and in his absence, through Eleanor.

Upon receipt of any FOIA request, Gareth or Eleanor will cause the request to be disseminated to the Secretary, Deputy Secretary, Undersecretaries, Division Heads (collectively "Senior Management"), and/or Senior Management designees, as appropriate, for immediate dispatch to their appropriated underlying divisional staff members. Senior Management must appoint a primary designee and backup to manage all FOIA requests during absences from the office. Such designee(s) must be reported to the Legal Unit.

Senior Management or a duly appointed designee will advise Gareth or, in his absence, Eleanor within 48 hours of any concerns or issues relative to the underlying FOI request.

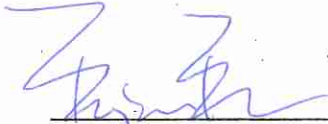
Senior Management or duly appointed designee(s) will attempt to quantify the number of responsive documents **within four (4) business days** of receiving notice of such a request and attempt to estimate a production timeframe. Information relative to the FOIA request, and corresponding concerns, shall be communicated to the Legal Unit for deliberation and consideration. If applicable, the Legal Unit may recommend documents be assembled for the purpose of providing a requesting party a right of inspection rather than producing all such possible responsive documents for U.S. mail. Regardless of the approach adopted to deal with each individual FOIA request, the Legal Unit will work with any person(s) and/or division(s) to minimize any disruptions and interruptions of ongoing missions of such persons and divisions.

Senior Management or their designee(s) will screen all possible responsive documents with a goal of eliminating all non-responsive documents from the possible production.


Senior Management or their designee(s) will promptly provide Gareth or Eleanor any responsive documents and provide any relevant feedback as to whether certain documents may be privileged and/or exempt from production under the FOIA.

Senior Management or their designee(s) shall cause all copies of all responsive documents to be provided to the Legal Unit in a **single sided format only**. Double sided copies are not acceptable.

OPM shall charge a fee of \$.25 per page for requests of any responsive documents in excess of 100 pages.



Benjamin Barnes 2-14-2018
Secretary Date



Susan Weisselberg 2-14-2018
Deputy Secretary Date