



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
OFFICE OF THE SECRETARY

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

OPM's General Counsel, Gareth Bye, is OPM's Freedom of Information Commission ("FOIC") liaison and Staff Attorney, Kara Murphy and Melissa Scully are his backups. 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 Kara or Melissa.

Upon receipt of any FOIA request, Gareth, Kara or Melissa 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 appropriate 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 and updated as applicable to the Legal Office.

Senior Management or a duly appointed designee will advise Gareth or, in his absence, Kara or Melissa **within 48 hours** of any concerns or issues relative to the underlying FOI request (*i.e.*, search terms, scope burden, retirees, archived records, etc.).

Melissa shall be responsible for sending out a timely agency four (4) day letter to the requesting party. Gareth or Kara will send out the four (4) day letter in Melissa's absence.

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 Office for deliberation and consideration.

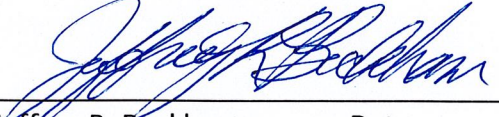
Senior Management or their designee(s) will screen all possible responsive documents with a goal of eliminating all non-responsive documents from the possible production.

Senior Management or their designee(s) shall promptly provide Gareth, Kara or Melissa any responsive documents and provide any relevant feedback as to whether certain documents may be privileged and/or exempt from production under the FOIA. See C.G.S. § 1-210(b).

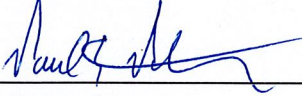
Senior Management or their designee(s) shall cause all copies of all responsive documents to be provided to the Legal Office in a **single sided format only**. **Double sided copies are not acceptable**. OPM shall

charge a fee of \$.25 per page for requests of any responsive documents in accordance with C.G.S. § 1-212.

If extensive responsive electronic records exist, Senior Management shall advise the Legal Office and it shall work with such division and OPM's IT division to collect and produce such records. If applicable, the Legal Office 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. Regardless of the approach adopted to deal with each individual FOIA request, the Legal Office will work with any person(s) and/or division(s) to minimize any disruptions and interruptions of ongoing missions of such persons and divisions.

 5-24-23

Jeffrey R. Beckham Date
Secretary

 24 MAY 23

Paul Potamianos Date
Deputy Secretary