



# Woodstock Boards, Commissions, Committees, Staff, and the General Public

PLEASE JOIN US FOR A FREE

## **FREEDOM OF INFORMATION ACT WORKSHOP**

Presented by Tom Hennick

Public Education Officer, Freedom of Information Commission

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Connecticut's Freedom of Information Act guarantees all citizens the right to have access to public meetings and documents. This workshop will feature a review of the basics of the Freedom of Information Act. Some topics include:

- \*Types of meetings
  - \*Meeting notice requirements
  - \*Filing of meeting minutes
  - \*Managing requests for public records
  - \*Public records definitions
  - \*Timelines for FOI requests
  - \*Rules for executive sessions
  - \*Question & answer period
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**Thursday November 30<sup>th</sup> 2023 at 7 pm**

**Woodstock Town Hall**

**415 Route 169, Woodstock CT**

**Lower Level, Meeting Room 1**