



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

OVERVIEW

The workshop helps officials and staff understand their rights and obligations under the FOI Act. The workshop will feature a review of the basics of the Freedom of Information Act. Some topics are:

- Types of meetings
- Meeting notice requirements
- Filing of meeting minutes
- When to enter executive session
- Email & text availability
- Timelines for FOI requests
- Difference between “search” and “research”
- Q&A period for all of your questions

Wednesday, November 16, 2022 at 7:00 pm

**At Woodstock Town Hall
415 Route 169, Woodstock, CT
Meeting Room 1**

Connecticut's Freedom of Information Act guarantees all citizens the right to have access to public meetings and public documents.

Questions? Contact Crystal Adams: crystaladams@woodstockct.gov or (860) 928-0208 x336