

## EXHIBIT A

### METHOD OF COMPLIANCE WITH THE NOTIFICATION REQUIREMENTS OF CONN. GEN. STAT. § 1-210(c) (regarding requests from inmates made under FOIA)

The purpose of this notice to all public agencies and municipalities is to clarify the policy to be followed, pursuant to Conn. Gen. Stat. § 1-210(c), regarding requests such public agencies and municipalities receive from incarcerated individuals for documents under the Freedom of Information Act.

1. The public agency should deliver the documents requested by the incarcerated individual to the Department of Correction's Freedom of Information Administrator at the following address:

Department of Correction  
Freedom of Information Administrator  
24 Wolcott Hill Road  
Wethersfield, CT 06109

2. The public agency delivering the documents to the Department of Correction's Freedom of Information Administrator should first redact from such records any information the agency believes is exempt from disclosure under the Freedom of Information Act, other than exemptions pursuant to § 1-210(b)(18). Alternatively, the public agency may withhold in its entirety any record that the agency believes is exempt in its entirety.

3. The Department of Correction's Freedom of Information Administrator will promptly deliver to the requesting inmate any records that the Commissioner of Correction does not reasonably believe will constitute a safety or security risk.

4. In the event the Department of Correction withholds records from an inmate, the Department of Correction's Freedom of Information Administrator or the Administrator's duly authorized designee will promptly notify the requesting inmate in writing that records have been withheld, the reason they were withheld, and a general description of those records.

5. Records that are withheld by the Department of Correction will be retained for the length of an appeal, if any.

6. If the Department of Correction is not notified of any appeal within 60 days of the notice set forth above in Paragraph 4, then the records will be returned to the sending agency.