

MEMORANDUM

TO: Unit Administrators

FROM: Joan M. Ellis, Administrator, Freedom of Information Office

DATE: February 7, 2008

RE: Freedom of Information Act

Please provide the following information to your staff.

Pursuant to **Connecticut General Statute 1-217. Freedom of Information Act** -No public agency may disclose the residential address of an employee of the Department of Correction.

It is the responsibility of the staff member to contact their respective city or town clerk's office, if they choose to exercise the option of withholding their address listed on any public documents.