



GENERAL LETTER NO. 224

TO: AGENCY HEADS

RE: EXEMPTION FROM DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT OF THE RESIDENTIAL ADDRESS OF CERTAIN STATE EMPLOYEES IN ACCORDANCE WITH PUBLIC ACT 95-163

DT: October 1, 1995 (retyped 8/1/2003)

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Public Act 96-163 is effective October 1, 1995. The legislation states:

“Be it enacted by the Senate and House of Representatives in General Assembly convened: (NEW) No state department, agency, board, council, commission or institution may disclose, under the freedom of information act, the residential address of (1) a federal court judge, federal court magistrate, judge of the superior court, appellate court or supreme court of the state, or family support magistrate, (2) a sworn member of a municipal police department or a sworn member of the division of state police within the department of public safety, (3) an employee of the department of correction, (4) an attorney-at-law who represents or has represented the state in a criminal prosecution, or (5) an attorney-at-law who is or has been employed by the public defender services division, if such person submits a written request for such nondisclosure and furnishes his business address to the executive head of such department, agency, board, council, commission or institution. The business address of any person described in this section shall be subject to disclosure under section 1-19 of the general statutes. The provisions of this section shall not apply to motor vehicle department records described in section 14-10 of the general statutes.”

To facilitate compliance with PA 95-163, each agency must promptly inform their current and future employee(s) covered by the public act of the right to request an exemption from disclosure of their residential address under the FOI. To qualify for nondisclosure, the employee's request must:

- be in writing
- be submitted to the agency head or his/her designee
- include the business address to be used for FOI purposes

The agency shall report the business address only to the central state employee roster (CSEIS or APS) maintained by the Department of Administrative Services for each employee covered by PA 95-163 who has filed the required request. The agency is responsible to insure nondisclosure of such protected residential addresses should requests be made from the central state roster or the agency's local records.

Questions regarding compliance with PA 95-163 should be addressed to the Personnel Administrative Section [**Human Resources Business Center**] at 566-5530 [(860) 713-5049].

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Joseph Wankerl, Deputy Commissioner  
DAS/Employee Relations