

(H) FOIC PERSONNEL GRANTED ACCESS TO RECORDS Reg. 1-21j-37(f)(7)	FOIC Commissioners; Presiding Officer; Executive Director; Managing Director;		
	Commission and Appellate Counsel.		
(I) RECEIPT BY CUSTODIAL PARTY	This will acknowledge that I have received from the Connecticut Freedom of Information Commission on behalf of _____, the custodian of the records that are identified by the record reference numbers listed in column (A) above, all such records, and that I am duly authorized by said custodian to receive such records.		
	SIGNATURE AND PRINTED NAME	TITLE	DATE

INSTRUCTIONS

A party having custody (custodial party) of the records at issue in a contested case before the Freedom of Information Commission and wishing or ordered to submit those records for an in camera (confidential) inspection by the commission must complete the portions of this index designated by these instructions. The party must then submit the index, **IN PERSON**, along with a copy (not the original) of the records at issue, to the commission on or before the date of hearing, or such other date ordered by the commission. Use as many pages of this index form as are necessary. Only the records submitted for in camera inspection themselves will be considered confidential.

Section-by-section instructions for completing the index follow, along with a sample record and index illustrating how Sections (A)-(D) of this Index should be completed. The custodial party is responsible for completing the caption and Sections (A), (B), (C), (D), (E) and (F) before submitting the index. If you have any questions, please contact the commission at (860) 566-5682.

CAPTION: In the blank spaces following "FIC#" insert the commission's contested case docket number. The docket number is located at the top of the first page of the "Notice of Hearing and Order to Show Cause." In the first blank space following "Page" insert a sequential page number starting with 1. In the second blank space insert the number indicating the total number of pages comprising the index. E.g., "Page 1 of 2 Pages" or "Page 2 of 2 Pages."

SECTION (A): For each page submitted for in camera inspection, print a sequential page number (starting with "1"). Be sure to leave enough space between page numbers in this column so that the list of line numbers in Section (B) corresponds to the correct page numbers in Section (A). Refer to instructions for Section (B) below.

SECTION (B): For each record reference page number listed under Section (A), list the number(s) of the line(s) on that page on which information believed to be exempt from disclosure appears. List only one item of information on each line in this column of the index.

SECTION (C): For each corresponding item of information claimed to be exempt from disclosure, describe or characterize the nature of the item without disclosing the actual information itself.

SECTION (D): For each corresponding item of information claimed to be exempt from disclosure, identify the statute(s) on which the claim of exemption is based.

SECTION (E): The certifying official must sign and print his/her name and print his/her title where indicated. It will be the custodial party's responsibility to make the certifying official available for examination and cross-examination at the commission's hearing in this contested case.

SECTION (F): The certification in Section (E) is to be sworn to before a person authorized to take affidavits, such as a lawyer or notary public. The person administering the affidavit is to fill in the necessary information in Section (F) and sign and print his/her name and print his/her title where indicated.

SECTION (G): To be completed by the commission. One copy of this completed form will be given to the custodial party, in part to be a receipt for those records submitted for in camera inspection.

SECTION (H): To be completed by the commission. This section will list the names of the individuals granted access by the commission to the records submitted for in camera inspection. Unless otherwise ordered, such individuals will be limited to hearing officers, commissioners and staff members of the Freedom of Information Commission.

SECTION (I): To be completed by the custodial party, or a representative of the custodial party, upon receiving back from the commission those records submitted for in camera inspection. In the first blank space insert the name of the custodial party. The official receiving the records must also sign and print his/her name and print his/her title where indicated.

* * * * *

Sample Record and Index Sections (A)-(D)

Staff Memorandum

We believe that the application of Miss Ann Thrope for a license should be rejected by this agency for the following reasons:

1. Her net personal worth of \$574,677 is not sufficient to guarantee that the public interest will be served.
2. Our counsel advises that the chairman's personal relationship with Thrope legally might constitute a conflict of interest.
3. Thrope was convicted of assaulting Innocent Child.

(A) RECORD REF. #	(B) LINE REF. #	(C) DESCRIPTION OF INFORMATION BELIEVED TO BE EXEMPT	(D) EXEMPTION STATUTE
1	4	Amount of personal worth.	1-210(b) (8)
	5-6	Atty-client privileged communication.	1-210(b) (10)
	7	Name of assault victim.	53a-70