

Public agencies must file a schedule of their regular meeting with the secretary of the state (state agencies) or clerk (political subdivision) by January 31 of each year. These meetings, including any votes taken, must be recorded and transcribed in the form of minutes. These minutes must be available for public inspection within seven days after the meeting. But minutes taken at an executive session may only be available to the public to the extent that they reveal the identity of the people attending the session, except job applicants (CGS § 1-21g (b)).