

**Sec. 27-102(d)-70. Index of written orders and final decisions**

(a) Pursuant to Section 4-180a of the Connecticut General Statutes, the Department shall maintain an index of written orders and final decisions based on the name of the petitioner and persons against whom a complaint is heard in a hearing, or in which an order or final agency decision is made. Decisions following an informal conference shall be not subject to indexing.

(b) A subject matter index shall be based on the content of the initial notice of hearing, written memorandum of decision, or order issued.

(c) The index shall be maintained by an affirmative action administrator.

(d) The Affirmative Action Administrator shall, in the event information in an order or decision is not subject to disclosure because the same is confidential as provided by federal or state law:

(1) Review the confidential information,

(2) Edit, revise, or remove the confidential information,

(3) Retain complete copies in a separate file and in confidence, except as to persons authorized to examine such copies, including but not limited to the veteran, his personal representative, his attorney, and departmental staff with a justified need to know, and

(4) Make true copies available of the edited, revised or removed information for inspection and copying.

(e) No person shall remove or cause to be removed from said files of the petitioner and persons against whom a complaint is heard or decision indexed.

(Effective January 19, 1996)