

DATA MANAGEMENT

(Public Use of School Records)

The superintendent is designated as the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the school districts.

1. All requests for public information must be made in writing and forwarded to the superintendent immediately upon receipt. The superintendent shall make a determination as to whether or not the information requested is public in nature. If public and readily available, the superintendent will provide the information within five (5) business days.
2. If the superintendent finds the information to be public in nature, he/she shall direct that the requested information be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon the availability.
3. If the superintendent finds the information not to be public in nature, he/she shall inform the requesting party, and shall not release the requested information.
4. If the superintendent is unable to ascertain whether or not the information requested is public in nature, he/she is hereby authorized to request, on behalf of the school board, an opinion from the school board's attorney as to the nature of the information. Such opinion requests will be made within five (5) business days of the original request for the information. The superintendent shall notify the person requesting such information that an opinion has been requested from the attorney and shall notify such person immediately upon receipt of an answer from the school board's attorney.

Legal References:

RSA 91-A:4, *Access to Governmental Records and Meetings: Minutes and Records Available for Public Inspection*

NH Code of Administrative Rules, Section Ed. 306.04(a)(4), *Policy Development: Records Retention*

Adopted 2000

Revised 2006

Revised 2015

