



Data Management

School Board Approved: August 7, 2017

School Board Policy: EH

Record Retention:

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this District.

Public Disclosures:

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner, which does not disrupt the operation of the schools.
2. In accordance with RSA 91-A: 4, if the Superintendent finds the information to be public in nature, he or she shall direct that it 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 the retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall for no reason release such information.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Legal References

RSA 91-A: 4, Minutes and Records Available for Public Inspection
NH Code of Administrative Rules – Section Ed. 306.04 (a) (4)