

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests for access to public records and minutes received by school district. All requests for public records must be made through the SAU/Superintendent's office.
2. The Board encourages members of the public to make their requests for access to public records in writing and to include a specific description of the desired documents. Request will be denied if it is not in writing. All steps taken to comply with such requests will be documented in writing and will include a specific description of all documents that were made available.
3. Public documents requested under the Right-to-Know Law will be made available immediately if such records are immediately available for inspection or copying. If such records are not immediately available, or if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and indicating when such records will be available or explaining why such documents are unavailable.
4. Access to public records could be afforded by providing photocopies of the requested materials. Electronic records may be provided via e-mail or on a portable storage device if the requestor so requests and if such records can practically be delivered electronically. In some instances alternate methods -- such as allowing personal review of a particularly voluminous file -- may be more appropriate. (To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.)
5. The school district will charge a basic fee of \$.25 per page for producing photocopies of records.
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure requirements include: personnel records, student records, privileged documents (e.g. lawyer-client communication), records pertaining to litigation, collective bargaining, real estate negotiations, records containing certain types of confidential commercial or financial information, and other such documents as defined in RSA 91-A:5.
8. It is possible that only a portion of the information contained in a district record will be subject to public access under the Right-to-Know Law. In such cases the district will make a reasonable effort to provide access to the public portions of the record. For instance, a redacted photocopy of the document may be provided.

Legal Reference:

RSA 91-A:4

First Reading:	April 1, 2015
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