

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired document(s). Requests for records will not be denied if such request is not in writing.
3. All requests for public records must be made through the SAU/Superintendent's office. If a board member receives a request for documents, the board member will forward the request to the Superintendent as soon as possible.
4. 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.
5. The school district will charge a fee at a rate of twenty-five cents per page for copying/photocopies of records. No fee will be charged for the inspection or delivery of records if such records, either paper or electronic, if such records do not need to be photocopied.
6. Records will be reviewed in their entirety by either the Superintendent before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure per RSA 91-A:5 will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail, if the requestor so requests and if such records can be delivered via electronically.
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

Reference: Policy BEDG – Minutes

Proposed: 03/10/17

Adopted: 04/17/17