

## **EH DATA MANAGEMENT (Public Use of School Records)**

*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.*

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 and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it 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 Reference:**

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

**ADOPTED: December 18, 2007**

# SAU 39 Public Information Request Form

Date \_\_\_\_\_

Your full name \_\_\_\_\_

Phone number \_\_\_\_\_

Street address \_\_\_\_\_

Town/City \_\_\_\_\_

State \_\_\_\_\_

Zip code \_\_\_\_\_

Email address \_\_\_\_\_ (if online form)

Re-enter email address \_\_\_\_\_ (if online form)

**Documents requested:**

Be as specific as possible. Provide official name of documents (if known).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date when needed \_\_\_\_\_

<i>Superintendent Use Only</i>	
Request	___ approved ___ denied ___ additional time required
Response	___ in writing ___ verbally on _____ (date)
Total fee	_____ Paid on _____ (date)

Preferred delivery \_\_\_ on-site review \_\_\_ pick-up \_\_\_ US mail (postage fees apply)

Do you need copies of the information? \_\_\_ YES \_\_\_ NO

- \$.15 per page; \$.25 per double-sided page
- Flat fee of \$15 per hour (or increments thereof) of staff time required to retrieve, copy, or otherwise produce any Public Record(s) that are not readily available

*If the superintendent's office is unable to make a public record available for immediate inspection and copying, it shall, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. (RSA 91-A:4)*