

Raymond School District Policy - EH

~~DATA MANAGEMENT (Public Use of School Records)~~

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

~~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 that 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/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 its becoming available.~~
- ~~3. If the Superintendent finds the information not to be public in nature, he/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/she is hereby authorized to request, on behalf of the School Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) working 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.~~

Statutory Reference:

RSA 91-A:4

See Appendix: EHB-R

Adopted: May 16, 2002

Proposed Revision First Reading: April 1, 2020