

## KEENE SCHOOL DISTRICT EH - DATA MANAGEMENT (Public Use of School Records)

*Category P*  
*See also EHB*

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. The Superintendent may waive at his/her discretion the charges assessed for retrieval and copying of the requested 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 not 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*

*Appendix EHB-R*

Approved KBE: 6/8/10