

ACCESS TO MINUTES AND PUBLICS RECORDS

Every citizen during the SAU's business hours at the SAU office may inspect and copy SAU and Sanborn Regional School District governmental records which are not exempt from disclosure under RSA 91-A:5 or any other statute.

Requests for Governmental Records

A citizen's request to review a record should contain enough information to reasonably describe the record or information requested. A request for a record that does not have a reasonable description of the subject matter or time period is not sufficient. Requests should be made in writing on the School District's form to ensure that the SAU and School District understand the request. For verbal requests, the staff member receiving the request will complete the form. The forms are available on the School District's website and at the SAU office. The completed request form may be e-mailed to righttoknow@sau17.com, mailed, or hand-delivered to the SAU office.

The School Board designates the Superintendent as the person to respond to Right-To-Know Law requests. Any School District staff or officials receiving Right-To-Know Law requests must forward those requests to the Superintendent.

Response to Requests for Governmental Records

Governmental records which are subject to disclosure and are immediately available for review and inspection will be provided for inspection upon request whenever possible at the SAU office during regular business hours.

Often, however, governmental records may not be immediately available for a number of reasons such as the records are being used; the records must be compiled; the records must be reviewed or redacted for information which is not subject to disclosure; or the records must be reviewed by legal counsel to determine whether they are subject to disclosure.

If requested governmental records are not immediately available, the Superintendent will within five (5) days of the request either: (1) make the record available; (2) deny the request in writing with reasons; or (3) furnish a written acknowledgement of receipt of the request and a statement of when the SAU or School District expects to be able to complete the retrieval and review necessary to determine if the record exists, whether it is subject to disclosure, and when the process is expected to be completed.

Costs or Fees

The cost of copies is \$.50 per sheet when the request is for specific records identified by the requester or when the requester personally reviews and inspects the records and selects the records to be copied. The requester will be charged the cost for thumb drives, discs, or other electronic copying devices which the SAU or School District may provide in responding to a request.

If the requester chooses not to personally review and inspect the records and does not reasonably describe the requested records, the SAU or School District may charge an hourly research charge to cover the actual cost of providing the copy instead of the per sheet copy cost.

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: BEDG-R

Amendments to Right-To-Know Law

Any amendments to the Right-To-Know Law authorizing public entities to charge additional amounts for responding to Right-To-Know Law request are incorporated into this Policy and Procedures.

Original Adopted: February 6, 2008
Reaffirmed: August 11, 2010
Revised: October 7, 2015