

HOOKSETT SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE FOR PUBLIC ACCESS TO DISTRICT RECORDS
"RIGHT TO KNOW REQUESTS"

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 for records in writing and to include a specific description of the desired document(s). No request will be denied if it is not in writing.
3. All requests for public records must be made through the 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 must 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, 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 of .50 per page for copying/printing of records. No fee will be charged for the inspection or delivery of records if such records, either paper or electronic, do not need to be printed. A fee of .50 per page will be charged for changing the form of the document (paper to electronic/electronic to paper).
6. Records must be reviewed in their entirety by either the Superintendent or building principal 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. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.
9. Documents can be examined at the regular business premises or picked up by arrangement at that location.
10. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a device for this purpose be provided by the requestor in unopened manufacturer's packaging.
11. All District records shall be retained, deleted or destroyed in accordance with board policy.

Adopted: March 3, 2009

Reviewed/Revised: January 3, 2017

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Revised: December 4, 2018
Revised: May 17, 2022