

## **EH**

*Category P*

*See Also EHB*

### **DATA MANAGEMENT**

(Public Use of School 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 Board has adopted procedural policy EH-R to serve as the minimum requirements for procedures governing all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”) and the District's responses to those requests. The Superintendent developed additional written administrative procedures to ensure appropriate implementation of this policy and procedural policy EH-R :

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, they 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, they 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, they are hereby authorized to request, on behalf of the Hollis 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) 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 References:

[RSA 91-A:4](#), *Minutes and Records Available for Public Inspection*  
*Appendix EHB-R*

1<sup>st</sup> Reading: June 2, 2005  
2<sup>nd</sup> Reading: August 4, 2005  
Adopted: March 9, 2006

1<sup>st</sup> Reading: November 6, 2024 (as amended)  
2<sup>nd</sup> Reading: December 4, 2024