

SEALED NONPUBLIC MINUTES REVIEW COMMITTEE

The purpose of this policy is to ensure that the district complies with RSA 91-A:3, III by periodically reviewing sealed nonpublic meeting minutes to determine whether continued nondisclosure remains justified. The Committee shall review all nonpublic meeting minutes that have been sealed to determine whether the circumstances that justified sealing the minutes continue to apply. This review shall occur within ten (10) years from the date the Board of Education last voted to prevent the minutes from being subject to public disclosure.

A. Review Procedure

1. Sealed nonpublic meeting minutes shall be reviewed by the members of the Sealed Nonpublic Meeting Minutes Committee.
2. During the review, the members shall determine whether disclosure of the minutes would continue to adversely affect the interests protected under RSA 91-A:3, III.
3. Following the review, the Committee shall vote to:
 - a. Maintain the minutes as sealed; or
 - b. Unseal the minutes, in whole or in part, if the justification for nondisclosure no longer applies.

The Committee's determination and the date of review shall be recorded in the official minutes. The Superintendent or designee shall maintain a record of sealed nonpublic meeting minutes, including:

4. The date the minutes were originally sealed
5. The date(s) of required review
6. The outcome of each review

Legal References:

RSA 91-A:3, III

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 03/02/2026