

DISTRIBUTION OF PUBLIC RECORDS

The Nashua Board of Education recognizes the importance of a well-informed community. It supports and encourages the distribution of information concerning the Nashua School District to the community to the extent such information is in the public domain and resources permit, in accordance with the NH Right to Know Statute RSA 91-A.

To that end, public records (i.e. governmental records), as defined by RSA 91-A, will be provided in the following manner:

- Current documents intended for general distribution, such as school district budgets, will be available to members of the community on our District website.
- Requests for copies of documents covered above or for other information should be made in writing to the Superintendent of Schools.
 - Requested information which is contained in an already existing document and which is requested in that document's format, or large numbers of copies of documents covered above will be provided at a cost of ten cents per page.
 - In the case of all other requests for records, the Superintendent will determine within five days of the date of the request whether the request can be met. If the Superintendent determines that the record can be provided, the Superintendent will notify the requester as to when the record can be provided and the charge based on the actual cost of providing the record. If the Superintendent determines that the request cannot be met, the Superintendent will notify the requester as to the reason(s) the request is denied.
 - All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.
 - The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

No charge will be made for information provided to elected government officials or to representatives of governmental agencies or departments.

Board Approved: 12/17/1992
 10/25/2021 [replaced POPPS 11212 – Distribution of Public Records]