

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.

To that end, public records as defined by RSA 91-A will be provided in the following manner:

1. Current documents intended for general distribution such as annual reports, fact sheets, and school district budgets will be provided to members of the community in a limited quantity, upon request, to the extent supplies permit at no charge.
2. Requests for a large number of copies of documents covered under (1) above or for other information should be made in writing to the Superintendent of Schools.
 - a. 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 under (1) above will be provided at a cost of ten cents per page.
 - b. 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.

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

12/17/92