

## DATA MANAGEMENT

The superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this district.

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.
2. In accordance with RSA 91-A:4, if the superintendent finds the information to be public in nature, he or she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction. If the requested record or document is in active use by the district or is otherwise unavailable, the party requesting the information will be informed that the record is not currently available and that he or she will be notified immediately upon it becoming available.
3. If the superintendent finds the information not to be public in nature, he or she shall so inform the requesting party that the information is not a public record.
4. If the superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the 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.
5. According to RSA 193-E:5, no personally identifiable information about a pupil including name and social security number, shall be collected or maintained by the state in such a manner as to allow such information to be connected to with the unique pupil identifier. Under no circumstance shall personally identifiable information or the unique identifier be provided to any person or entity outside of New Hampshire. Any person who knowingly violates this provision is guilty of a class B felony and may be subject to involuntary termination of employment.

### Legal References:

*RSA 91-A:4, Minutes and Records Available for Public Inspection*

**Mr. Stephen Brown, Chairperson**  
**Mrs. Bonnie Cyr**  
**Mr. Relf Fogg**  
**Mr. Robert Ouellette**  
**Mrs. Norma Joy**

**Adopted by the Board:** 14 March 2001  
**Reaffirmed by the Board:** 6 May 2002  
**Revised by the Board:** 6 March 2013  
**Reaffirmed by the Board:** 15 October 2014