

# 91-A Right to Know

Access to Governmental Records - NH RSA 91-A

The state of New Hampshire's Right to Know law, RSA 91-A:1-a, provides access to the public to governmental records, with some exceptions. Under the law, members of the public may request access to governmental records, which in the case of SAU101 are referred to as "district records." Below, you can find the simplified process of filing a Right to Know request with SAU101.

## **Filing a Right to Know Request**

Written requests are not required by law, but highly recommended. You can submit a Right to Know request to SAU101 for district records that are not already publicly available. We prefer that requests be submitted in writing by using our online form, but you may also use our paper form to request records via email or in person.

Please be as clear as possible about the record(s) you are requesting, being sure to include all relevant information including dates.

ON-LINE FORM

PRINTABLE FORM

By email:

Ashia Roy, Administrative Assistant, SAU101- [ashia.roy@sau101.org](mailto:ashia.roy@sau101.org)

By mail or in person:

SAU 101  
Attn: Ashia Roy  
76 Taylor Way  
Sanbornville, NH 03872

## **What happens after you file a request**

The district will review the request and acknowledge receipt within 5 business days.

If necessary, the district will ask for clarification or advise that the request must be narrowed.

If the records requested are deemed public, access to the records will ordinarily be afforded by providing photocopies of the requested materials. In some instances, alternate methods such as allowing personal review of a particularly voluminous file may be more appropriate.

The requester may be charged \$0.25 per page for printing/copying of material provided in paper form by the district

If records aren't available for immediate release, the school district will:

- a. Make the records available within 5 business days
- b. Deny the request in writing with the specific exemption authorizing the withholding and a brief explanation of how the exemption applies to the record withheld; or
- c. Provide a written acknowledgment of the request and a statement of the time necessary to determine whether the request shall be granted or denied.

[Wakefield School Board Policy BEDG-R \[LINK\]](#)

[RSA 91-a New Hampshire's Right to Know Law \[LINK\]](#)