



# Policy of the Board of Trustees

**E Series**

**EH**

## **DATA MANAGEMENT (Public Use of School Records)**

The Principal 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 the North Country Charter Academy.

1. All requests for public information are to be forwarded to the Principal immediately upon receipt. The Principal shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Principal shall provide the information in a timely manner which does not disrupt the operation of the schools.
2. In accordance with RSA 91-A:4, if the Principal finds the information to be public in nature, he/she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Principal finds the information not to be public in nature, he/she shall so inform the requesting party and shall for no reason release such information.
4. If the Principal 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 of Trustees, 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 Principal 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.

LEGAL REF: RSA 91-A:4

*1st Reading: December 15, 2011*

*2nd Reading: January 19, 2012*

*Adoption: February 16, 2012*

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