

ACCESS TO INFORMATION UNDER THE RIGHT-TO-KNOW LAW**SAU 36 Procedures for Complying with a Request under the Right-to-Know Law**

1. The Right-to-Know Law gives members of the public the right to inspect and photocopy School District/SAU records, at the SAU office, during normal business hours, unless the records are exempt from disclosure as provided in RSA 91-A:5, or are minutes that have been sealed by vote of the Board, or are student records containing personally identifiable information about a student.
2. The Right-to-Know Law does not require the SAU to create records that do not otherwise exist, or to photocopy and mail records to citizens making the Right-to-Know Law requests who do not wish to come into the SAU office to inspect the records.
3. All requests to inspect records must be put in writing and directed to the Superintendent of Schools of SAU 36. All requests must identify the documents/records/files to be inspected.
4. Records must be reviewed in their entirety by either the Superintendent or his/her designee before they are released, in order to ensure that no confidential or exempted information is disclosed.
5. The SAU may take up to five (5) business days to respond to a Right-to-Know Law Request, by making the records available, by denying the request in writing with reasons, or by acknowledging the request in writing in a written statement of the time necessary to determine whether the request will be granted or denied.
6. The SAU office will require a citizen to make an appointment to inspect the records. The SAU will charge ten cents (.10) per page for photocopying of any records requested.
7. Records exempted from disclosure requirements include: personnel records; student records; privileged documents (e.g. lawyer-client communication); records pertaining to litigation; collective bargaining; real estate negotiations; records containing certain types of confidential commercial or financial information; and other such documents as defined in RSA 91-A:5.

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