

## **DATA MANAGEMENT**

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copies, or developed materials possessed, assembled, or maintained by the 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 which does not disrupt the operation of the schools.
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

**Mrs. Connie Twombly, Chairperson**  
**Mrs. Peggy Richards**  
**Mr. Joseph Fleck**  
**Ms. Sarah Hayes**  
**Mrs. Desiree Tumas**

**Adopted by the Board: 14 March, 2001**  
**Reaffirmed by the Board: 6 May, 2002**