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# **RIGHT TO KNOW REQUEST PROCEDURE**

Right to Know requests shall be submitted to the Superintendent's Office in writing (emails are acceptable). Although written requests are not required by law, it is beneficial to both the District and the requester to have documentation of the request.

Pursuant to RSA 91-A and upon receipt of a Right to Know request, the School District shall within 5 business days make such record available, deny the request in writing with reason, or furnish written acknowledgement of the request and include a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

Materials and/documentation produced to fulfill a Right to Know request shall be subject to a charge of \$.50 per page when hardcopies are provided. Hardcopies shall be picked up at the Superintendent's office during normal business hours. For materials that are requested in an electronic format and are maintained or available in electronic format (including but not limited to video recordings) requesters shall provide their own thumb drive (in original, sealed packaging only) or the District shall provide the thumb drive at the requester's expense. Electronic copies shall be retrieved at the Superintendent's office during normal business hours.