

SCHOOL ADMINISTRATIVE UNIT 55

RIGHT-TO-KNOW PROCEDURE DURING COVID RESTRICTIONS

As a political subdivision in the State of New Hampshire subject to the provisions of RSA 91-A (Right-to-Know Law), SAU 55 announces the following procedure for processing Right-to-Know requests for information. This procedure shall be in force until such time as the restrictions for COVID-19 are lifted by the Governor of New Hampshire, and upon the full re-opening of the SAU 55 central office without restrictions.

Right to Know requests shall be submitted to the Superintendent's Office by email to rtk@sau55.net.

Upon receipt of a Right to Know request, the SAU 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 by appointment only.**

At the scheduled pick up time, requestors or their designee shall arrive at the SAU office located at 30 Greenough Road, Plaistow and park in full view of the front door. They are to:

- Remain in their vehicle at all times
- Wear an appropriate face mask
- Provide exact change for the transaction

A staff member will facilitate the transference of right-to-materials and payment as well as provide receipt if requested.

For materials that are requested in an electronic format and are maintained or available in electronic format (including but not limited to video recordings) requestors 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 by appointment only.

This procedure is designed to provide the public its statutory right to access governmental records pursuant to RSA 91-A, to provide an equitable delivery of records for all requestors, and to provide a level of reduced risk of exposure/spread of COVID-19 to the public and to SAU 55 employees.