

**GOFFSTOWN SCHOOL DISTRICT**

**EH**

**PUBLIC ACCESS TO SCHOOL DISTRICTS RECORDS**

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a.

All District records shall be retained, deleted, or destroyed in accordance with Board Policy EHB Data/Records Retention and Destruction and Administrative Procedures EHB-R Local Records Retention Schedule. Minutes of School Board meetings, and materials used to prepare the same, shall also be made available in accordance with Board Policy BEDG Access to Minutes and Public Records.

**Legal References:**

RSA 91-A, New Hampshire Right To Know Law

RSA 91-A:4, Minutes and Records Available for Public Inspection

Reference: Policy EHB – Data Records Retention  
Regulation EHB-R – Local Records Retention Schedule  
Policy BEDG - Minutes

Proposed: 05/26/1992  
Adopted: 06/15/1992  
Revised 03/20/2000  
Revised: 05/11/2009 (legal references only)  
Proposed: 05/15/2023  
Adopted: 06/19/2023

NHSBA Review: 04/04/14