

**DATA MANAGEMENT
(Public Use of School Records)**

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this school district.

The Superintendent shall keep or cause to be kept all suitable records of his/her activities and those of the schools, and compile or cause to be compiled, execute, submit, and file all reports, certificates, and other documents required of the Superintendent by law or by the Committee, including an annual report in form suitable for publication in the annual Hull Town Report. It shall be the duty of the individual Principal to supervise the keeping of enrollment, attendance, and other records, and preparation of reports. These records shall be kept secure from loss or damage. Parents and guardians shall be kept informed of their children's progress by means of formal report cards, progress reports, informal notes, and by personal conferences when deemed necessary.

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 the Superintendent finds the information to be public in nature, he or she shall direct that it be released for reproduction on the premises at a nominal fee. The party requesting the information will be notified immediately when the information is available.

If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall not release such information.

If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the School Committee, an opinion from the School Committee's Attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Attorney and shall notify such person immediately upon receipt of an answer from the School Committee's Attorney.

Information supplied to the School Committee by the staff will be presented in one of the following forms:

1. Memoranda that will not be supplied to the public. Pertinent factual information will be set forth in Appendices and will be treated as Public Records; and
2. Reports that are prepared in response to specific School Committee directives will be treated as Public Records.

LEGAL REF.: M.G.L. 4:7

Adoption: 8/18/2008

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Hull Public Schools