

Readopt with amendment Odb 104, effective 10-25-05 (Document #8456), to read as follows:

PART Odb 104 INFORMATION MANAGEMENT

Odb 104.01 Availability of Records.

(a) All board records of meetings and official actions shall be public records unless deemed confidential under RSA 91-A:3, II or RSA 91-A:5.

(b) Board records of official actions under Odb 400 shall be available for public inspection on the internet through the department of environmental services One Stop Web Site <http://www2.des.state.nh.us/DESOnestop/BasicSearch.aspx> or successor systems. For all other official actions, meetings, and for the public without internet access, records shall be available through the department of environmental services during regular office hours, and with at least 48 hours notice.

(c) Persons desiring copies of board records shall request the information being sought as clearly as possible.

(d) Persons desiring a verbatim transcript of a board meeting recording shall agree to pay the costs incurred by the board for transcription.

Odb 104.02 Records Retention.

(a) The board shall, through the department of environmental services, maintain records of activity conducted under its authority as follows:

- (1) Requests for reimbursement submitted under Odb 400 shall be maintained for 2 years after processing;
- (2) Notices of reimbursement issued under Odb 404.03(d) shall be maintained for 100 years after closure of the file; and
- (3) Records of activity under Odb 200 and records of board meetings shall be maintained for 3 years after the action date or meeting.

(b) The board shall, through the department of environmental services, maintain electronic records of activity conducted under its authority to the extent it is technically feasible and cost-effective, and in conformance with the requirements of RSA 294-E.

APPENDIX

RULE	STATUTES IMPLEMENTED
Odb 104	RSA 91-A:4, IV, RSA 91-A:5, IV, RSA 541-A:16, I(a)