

“RIGHT TO KNOW” REQUEST

The public information identified below is requested forthwith, pursuant to New Hampshire RSA 91-A.

INFORMATION REQUESTED FROM:

Name of Public Body
Address

Person Making the Request (print):

Name: _____ Phone: _____ Date: _____

Once payment is received*, if requested information is not immediately available; I would like to have it:

- Sent to me via U.S.P.S. mail to: _____
- Held for me. Call me at _____ and I will pick it up.

Signature of person making the request:

Description of Information Requested:

I hereby attest that I have received a copy of this public information request on behalf of the public body named above at _____ a.m. or p.m. on _____
(Circle One) (Month, Day and Year)

Name of the person accepting the request (Print)

Signature

-
- The requested information is NOT AVAILABLE. Reason _____
Attach explanation if necessary
 - The information may not be available. We will search and notify you of our results
 - The information is available, and the cost to reproduce will be _____ per 8.5 x 11 photocopy
\$ _____ Per audiotape. Larger documents or records will be charged at the cost to reproduce them*

Name of person responding (Print)

Signature of Person Responding

Date of Response

*Black and White photocopies of documents and of black and white computer-printed documents will be charged at \$0.50 per page for the first 10 pages of any document for letters (8.5 x 11) size, legal (8.5 x 14) size and ledger (11 x 17) size and \$0.10 per page thereafter. For example, since each document is treated separately for purposes of these charges, if a person wanted copies of both a 10 page document and a 20 page document, there would be a \$5.00 charge for the first document (\$0.50 x 10) and a \$6.00 charge for the second document (\$0.50 x 10 + \$0.10 x 10), not a \$7.00 charge for the two documents.

Colored photocopies of letter, legal and ledger size documents and colored computer-printed documents will be charged \$1.00 per page for the first 10 pages and \$0.25 per page thereafter. If necessary, employees may need to indicate in writing that a document requested to be reproduced in color will require additional time consistent with the Town's personnel and other capabilities within which to produce a colored copy of the document.