“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.
* Emailed to requester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person making the request:

I hereby attest that I have received a copy of this public information request on behalf of the public body named

Description of Information Requested:

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.

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 of any document for letters (8.5 x 11) size, legal (8.5 x 14) size and ledger (11 x 17) size.

Colored photocopies of letter, legal and ledger size documents and colored computer-printed documents will be charged $1.00 per page. 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.