

October 31, 2009

Address

**RE: REQUEST FOR ACCESS TO GOVERNMENTAL RECORDS PURSUANT TO
PART 1, ARTICLE 8 OF THE NEW HAMPSHIRE CONSTITUTION and**

Pursuant to the provisions of RSA 91-A:4, I hereby request that:

I be allowed to inspect the governmental records described below.

I be provided with _____ copy/copies each of the governmental records described below, I understand that I will be charged for such copies at the rate of \$_____ per page for paper copies, or \$_____ per diskette or compact disk, if copies are provided in electronic form.

If the record(s) requested are kept in electronic form, the Town, in lieu of providing access to the original records, may copy them to electronic media using standard or common file formats. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access specifies a different method, the Town may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of New Hampshire's Right-to-Know Law, as expressed in RSA 91-A:1.¹ RSA 91-A:4, V.

If the record(s) requested are not available for immediate inspection and copying, the Town must do the following within 5 business days of this request:

- Make the record(s) available;
- Deny the request in writing with reasons;
- Furnish written acknowledgment of the receipt of the request and statement of the time specifically reasonably necessary to determine whether the request shall be granted or denied.

RSA 91-A:4, IV.

Very truly yours,

¹ "Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people."