

***New Durham, New Hampshire***  
***Request for Public Record Pursuant to RSA 91-A***

Please provide me with the following information in accordance with RSA 91-A, the Right to Know Law:

Copies of the minutes of the meeting(s) of the following board _____ held on the _____ day of _____.	
Copies of following records or documents:	MUST BE SPECIFIC
_____ _____ _____ _____	
I agree to pay a fee of twenty-five cents per page to cover the cost of reproducing the document.	
Name _____	Date _____
Address _____ _____	
Phone No. _____	

***Response to Request for Information Pursuant to RSA 91-A***

The request for copies of records has been:

- Filled** -The record requested is immediately available for inspection.
- Filled** - Subject to payment of a fee for reproduction of the documents in the amount of \_\_\_\_\_.  
Please make checks payable: *Town of New Durham*

The request for copies of records has **not filled** for the following reason:

- The minutes will be available "not more than 5 business days after the meeting".
- The record is temporally unavailable, and will be available (within 5 days) for you by no later then \_\_\_\_\_ a.m./p.m.  
on the day of \_\_\_\_\_.
- The record request is being acknowledged, and we are requesting reasonably necessary time to determine whether the requested shall be granted or denied.
- The information requested is not summarized or codified in the normal course of business by this office.
- Request is not specific enough to determine if information is available.
- Information is exempt from the public disclosure pursuant to RSA 91-A.
- The request denied because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Town Administrator, Town Clerk, Dept. Head*