



Town of New Durham New Hampshire

Incorporated in 1762

ACCESS TO PUBLIC RECORDS POLICY

Openness in the conduct of public business is essential to a democratic society. It shall be the policy of the Town of New Durham to support and comply with the spirit and letter New Hampshire RSA 91-A -- the so-called Right to Know law.

As a Town government, care and concern must be given to maintaining and preserving accurate records, and to providing access to those records by the general public in as an efficient manner possible.

To this extent, it is the policy of the Town of New Durham that public records shall be available for public inspection during the regular business hours of the New Durham Town Hall from the individual(s) designated by virtue of their position as the custodian of the particular type of record of interest.

The New Durham Town Hall is open to the public Monday through Friday from 9:00 AM to 4:00 PM and on Saturday from 9:00 AM to 12:00 PM., and public records shall be available during those times.

As spelled out in the statute, if a New Durham official is unable to make a public record(s) available for immediate inspection and/or copying, the official shall, within five business days of the request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

This policy shall be effective immediately. By vote of the New Durham Board of Selectmen.

Frederic W. March
Frederic W. March, Chairman

Brenda L. Fontaine
Brenda L. Fontaine, Selectman

Paul R. Gelinas, Jr.
Paul R. Gelinas, Jr., Selectman

Carole Ingham
Recorded by the Town Clerk
Carole M. Ingham

3/4/99

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*

Not Filled for the following reason:

- ☐ The minutes will be available 144 hours after the close of the meeting.
- ☐ The record is temporally unavailable, and will be available (within 5 days) for you by no later than _____
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 . _____
- _____
- _____