

# Right to Know Request Form-Town of New Durham

Use of this form to submit a request pursuant to RSA 91-A is entirely voluntary. However, this form has been created to assist in capturing the specifics of your request and to be able to complete the request with accuracy.

All Requests should be directed to the appropriate department. If you are unsure of which department to forward your request to, please email: [ndrtkrequest@newdurhamnh.us](mailto:ndrtkrequest@newdurhamnh.us) or by mail to: Town of New Durham Attn: Right to Know Request PO Box 207 New Durham, NH 03855

Requesters Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Request Date: \_\_\_\_\_

## Description of Information Requested:

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## How would you like to obtain the information?

I would like to inspect only

I would like hard copies mailed, and I will mail in a check upon notification of amount.

-Documents will be mailed upon receipt of check.

I would like to pick up hard copies

I would like them sent electronically if they are already in electronic form.

There is a fee for hard copies to be provided, the fee is \$0.50 per page. For inspection only there is no fee.

\*Prior to printing and sending the department will reach out to requester to verify cost and payment.

\*If request cannot be completed, requester will receive written explanation.

Office Use Only:

Date Request Received: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_