Request for Access to Governmental Records

To the Town of Center Harbor: 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 $0.25 per page for paper copies or $10 for a USB flash drive, plus postage if copies are to be provided in electronic format. Some larger projects may require additional charges. I also understand that a fee of $25 per hour will be charged to compile the documentation being requested.

Governmental records requested (if requests are larger than the space provided below, please submit a sheet attached to this request):

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 practical 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 NH's Right-to-Know Law per RSA 91-A: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; or
- Furnish written acknowledgement of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied per RSA 91-A:4, IV.

Name:

Mailing Address:

Phone: Email:

Signature: Date:

Once notified by a town official, I understand that if I do not pick up the information within 30 days of notification, I will need to submit a new request.

Please complete this form and submit to the Town of Center Harbor in 1 of 3 ways:

- **Email (preferred):** selectmen@centerharbornh.gov — include "RSA 91-A Request" and a brief description of the request subject matter in the subject line.
- **In Person:** Town of Center Harbor, 36 Main Street, Center Harbor, NH 03226
- **Mail:** Town of Center Harbor, Re: RSA 91-A Request, PO Box 140, Center Harbor, NH 03226

FOR TOWN USE ONLY							
Received by:		**Date Received:**		**Notified On:**		**Pick Up Date:**	