

“RIGHT TO KNOW” REQUEST

Use of this form to submit a request pursuant to RSA 91-A is entirely voluntary. However, this form has been developed to assist in capturing the specifics of your request, the City’s response and the potential costs associated you may be responsible for.

INFORMATION REQUESTED FROM:

Name of Public Body
Address

Person Making the Request (print):

Name: _____ Phone: _____ Date: _____

Once payment is received*, if requested information is not immediately available; I would like to have it:

- ☐ Sent to me via U.S.P.S. mail to: _____

- ☐ Held for me. Call me at _____ and I will pick it up.

Signature of person making the request: _____

Description of Information Requested:

I hereby attest that I have received a copy of this public information request on behalf of the public body named above at _____ a.m. or p.m. on _____
(Circle One) (Month, Day and Year)

Name of the person accepting the request (Print)

Signature

- ☐ The requested information is NOT AVAILABLE. Reason _____
Attach explanation if necessary
- ☐ The information may not be available. We will search and notify you of our results
- ☐ The information is available, and the cost to reproduce will be _____ per 8.5 x 11 photocopy \$ _____
Per audiotape. Larger documents or records will be charged at the cost to reproduce them*

Name of person responding (Print)

Signature of Person Responding

Date of Response

*Black and White photocopies of documents and of black and white computer-printed documents will be charged at \$0.50 per page for the first 10 pages of any document for letters (8.5 x 11) size, legal (8.5 x 14) size and ledger (11 x 17) size and \$0.10 per page thereafter. For example, since each document is treated separately for purposes of these charges, if a person wanted copies of both a 10 page document and a 20 page document, there would be a \$5.00 charge for the first document (\$0.50 x 10) and a \$6.00 charge for the second document (\$0.50 x 10 + \$0.10 x 10), not a \$7.00 charge for the two documents.

Colored photocopies of letter, legal and ledger size documents and colored computer-printed documents will be charged \$1.00 per page for the first 10 pages and \$0.25 per page thereafter. If necessary, employees may need to indicate in writing that a document requested to be reproduced in color will require additional time consistent with the City’s personnel and other capabilities within which to produce a colored copy of the document.

”[W]e observe that this dispute has consumed an inordinate amount of time, energy, and resources—judicial and otherwise. The salutary purpose of the Right-to-Know Law—to ‘ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people,’ RSA 91-A:1—is best served when the members of the public and the governmental bodies are guided by a spirit of collaboration. We take this opportunity to encourage all public bodies, and members of the public making Right-to-Know requests, to embrace that spirit, and work together to efficiently and effectively resolve disputes involving RSA chapter 91-A. This case, on remand, presents just such an opportunity.” *Marianne Salcetti, et al v. City of Keene*, New Hampshire Supreme Court Case No. 2019-0217, June 3, 2020.