

OFFICE OF THE SELECTMEN

TOWN OF CENTER HARBOR

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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:

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I be allowed to inspect the governmental records described below.

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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 \$10.00 for a USB flash drive if copies are provided in electronic form. Some larger projects may require additional charges. I also understand that a fee of \$25.00 per hour will be charged to compile the documentation being requested.

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 New Hampshire's Right-to-Know Law as expressed in **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**.

Signature of requester:

X _____

Printed Name and Address:

For Official Use Only:

Date and Time Request Received

"Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and record of all public bodies and their accountability to the people."