



**TOWN OF PLAISTOW**

145 Main Street  
Plaistow, NH 03865

**Request for Information Policy**

I, \_\_\_\_\_, request from the Town of Plaistow the following Governmental records: \_\_\_\_\_

\_\_\_\_\_ under the State of NH RSA 91-A  
"Right To Know" Access to Public Records.

Request submitted by: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date and time of Request: \_\_\_\_\_

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

Thumb drive provided: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Zip: \_\_\_\_\_

I, \_\_\_\_\_ received my requested information on: \_\_\_\_\_

(Staff use)

Request received by: \_\_\_\_\_

Date and time of Completion: \_\_\_\_\_

Information returned to requester by: email, thumb drive, paper copy, other \_\_\_\_\_ (circle one)

Preparation time: \_\_\_\_\_

\*Fee: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE: Town Staff will not research information if it is readily available.**

**PLEASE SUBMIT THIS FORM TO THE BOARD OF SELECTMENS OFFICE**



## Document Fee Schedule (per RSA 91-A)

Be it known by all persons present, the Plaistow Board of Selectmen hereby approves the following amended fee schedule for public documents effective immediately, as of the date noted below:

### Certified/Notarized Copies (per page):

8.5" x 11"	= \$ 3.00
8.5" x 14"	= \$ 3.10
11" x 17"	= \$ 3.25

### Electronic Documents:

per page (PDF format)	= \$ 0.25 (plus additional costs per copy if applicable)
faxes	= \$ 2.00 (per page)
audio/video	= \$ 5.00 (per email up to 20mb)
audio/video	= \$ 10.00 (per flash drive provided by the Requestor)
audio/video	= \$ 20.00 (per flash drive provided by the Town)
audio/video	= \$ 10.00 (per CD/DVD provided by the Requestor)
audio/video	= \$ 20.00 (per CD/DVD provided by the Town)
digitized tax maps	= \$250.00 (per flash drive provided by the Requestor)
digitized tax maps	= \$260.00 (per flash drive provided by the Town)

### Photocopies:

8.5" x 11"	= \$ 0.50 (per b/w page – add \$0.50 for color)
8.5" x 11"	= \$ 0.75 (double sided - add \$0.50 for color)
8.5" x 14"	= \$ 0.60 (per b/w page – add \$0.60 for color)
11" x 17"	= \$ 0.75 (per b/w page – add \$0.75 for color)
oversized/maps	= \$ 10.00 (plus outside vendor costs)

### Public Safety (Police & Fire-Rescue) Incident Reports:

per page	= \$ 2.50 (all formats, including electronic)
audio/video	= \$ 10.00 (per CD/DVD provided by the Requestor)
audio/video	= \$ 20.00 (per CD/DVD provided by the Town)
audio/video	= \$ 10.00 (per flash drive provided by the Requestor)
audio/video	= \$ 20.00 (per flash drive provided by the Town)

Street Maps = \$ 1.50 (each)

### Tax Bill Statements

property owner	= \$ 0.00 (no charge)
non-property owner	= \$ 1.00 (per page)

### Tax Cards

property owner	= \$ 0.00 (no charge)
non-property owner	= \$ 1.00 (per page)

Voter Checklist (per RSA 654:31)