



Town of Plaistow
145 Main St.
Plaistow, NH 03865
603-382-5200

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: _____

Printed Name: _____

Date: _____

Email address: _____

Phone: _____

Mailing Address: _____

NOTES:

1. Those seeking governmental records under RSA 91-A from the Town of Plaistow will be required to **make an appointment to view the records during regular business hours**. Once records have been viewed, copies will be made available upon request. There is a fee for paper copies (\$0.50/page). If the records exist in an electronic format a USB drive can be purchased for \$8.00. A new USB drive in its original package may be brought in by the requestor. Governmental records will not be sent out via email without first coming in person to view such records. Some exclusions apply under RSA 91-A:5 or as prohibited by another statute.
2. The Right- to-Know Law's purpose is to provide the utmost information to the public about what its government is up to. If disclosing the information does not serve this purpose, disclosure may not be required.
3. The Town has 5 business days to determine whether or not records exists, whether or not the records are disclosable, and if disclosable, the Town needs to determine how much time it will take to make the requested records ready for review.
4. Town Staff will not research information if it is readily available.

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