



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:

Electronic Documents:

per page (PDF format) = \$ 1.00 (per page)
audio/video = cost of memory stick/thumb drive provided by the Town (we will not be accepting any from the requestor)

Note - there will not be a fee if the existing requested document is already in an electronic format. However, if only a paper copy exists the fees will be charged to send an electronic copy to the requester.

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

per page = \$ 1.00
per report = \$ 1.00 per page
audio/video = cost of memory stick/thumb drive provided by the Town (we will not be accepting any from the requestor)

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)