



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

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(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)