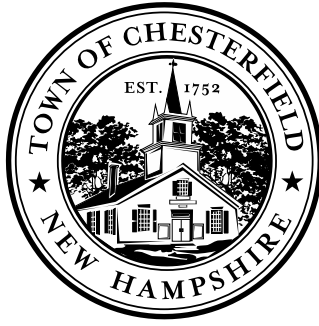


PO Box 175
Chesterfield, NH 03443



603-363-4624
www.nhchesterfield.com

Right to Know Request

Pursuant to the NH Right-To-Know law (RSA 91-A), the stated filer requests to see public information from Chesterfield departments and/or representatives:

Requester's Name (or Organization): _____

Phone and/or email address: _____

Request Date: _____

Upon submission of this form, a Town of Chesterfield representative will contact you to discuss the date/time you can come to the Town Office where such governmental records are available to inspect such records. Once you inspect the governmental records in person that are responsive to your request, you may ask for some or all the documents you have inspected. The copying cost charge is \$0.50 per page.

If documents are available for copying via an electronic format, you may request that such documents shall be copied onto an electronic storage device (like a thumb drive), which you must purchase for such copying from the Town, at the Town's electronic storage device purchasing price cost. No electronic storage devices shall be accepted from the requesting party, as such inputs into the Town's computer systems would be unsafe.

Other than the purchase of the electronic storage device, there is no charge for the copying of such information onto the electronic storage device, unless some or all of the materials to be copied require redaction of certain information (because such governmental records contain information that is exempt from disclosure under RSA 91-A), in which case the cost of copying redacted pages will be \$0.50 per page, as these pages must be printed, manually redacted, and presented to the requested party as a hard-paper copy.

Please be advised that the Town is not obligated under RSA 91-A to mail or email copies of governmental records to a requested party.

There is a charge of \$0.50 per hard copy page, payable upon completion. Upon receipt of this request, a Town of Chesterfield representative will follow up to make sure you are prepared to pay this cost and must receive permission from the requester before proceeding. While state law does not require a written Right-To-Know request, written requests assure all parties have a verifiable copy of the request, and there is no ambiguity as to what is being requested. If there are any other questions or concerns regarding this Right-To-Know request, please contact the Chesterfield Town Offices between 8:00 a.m. and 4:00 p.m. Monday-Thursday, and a member of

the staff can work with you to address said issues (603-363-4624); 490 Route 63, Chesterfield, NH 03443.

Description of Information Requested from the Town of Chesterfield:
