

# "RIGHT TO KNOW" REQUEST

The public information identified below is requested **forthwith**, pursuant to New Hampshire RSA 91-A.

## INFORMATION REQUESTED FROM:

NAME OF PUBLIC BODY
STREET AND/OR PO BOX
CITY, STATE, ZIP

NAME OF PERSON MAKING REQUEST (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

I WISH ONLY TO INSPECT AT THIS TIME.

## IF REQUESTED INFORMATION IS NOT IMMEDIATELY AVAILABLE, I WOULD LIKE TO HAVE IT:

- faxed to me at \_\_\_\_\_
- e-mailed to me (if electronic file is available) @ \_\_\_\_\_
- sent to me via U.S.P.S. mail to: \_\_\_\_\_
- held for me. Call me at \_\_\_\_\_ and I will pick up.
- other: \_\_\_\_\_
- Signature of person making request \_\_\_\_\_

<b>DESCRIPTION OF INFORMATION REQUESTED:</b>
--

I HEREBY ATTEST THAT I HAVE RECEIVED A COPY OF THIS PUBLIC INFORMATION REQUEST ON BEHALF OF THE PUBLIC BODY NAMED ABOVE AT \_\_\_\_\_ AM or PM ON \_\_\_\_\_, 20\_\_\_\_.

(circle one) (month and day) (year)

\_\_\_\_\_  
Name of person accepting request (PRINT) Signature of person accepting request

- The requested information is NOT AVAILABLE. Reason \_\_\_\_\_
- The information may not be available. We will search and notify you of our results. (attach explanation if necessary)
- The information is available, and the cost to reproduce will be \_\_\_\_\_ per 8 1/2 X 11 photocopy; \$ \_\_\_\_\_ per audio tape. Larger documents or records will be charged at the cost to reproduce them..

\_\_\_\_\_  
Name of person responding (PRINT) Signature of Person Responding Date of Response