

PO Box 175
Chesterfield, NH 03443



603-363-4624
www.nhchesterfield.com

Right to Know

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: _____

Mailing Address (only if you want information mailed):

Request Date: _____

How would I like to obtain information?

I would like to inspect information only

Upon submission of this form, a Town of Chesterfield representative will contact you to discuss date/time you can come to Town Offices to inspect information. There is no charge for this service.

I would like electronic information saved upon a USB flash drive I provide

Upon submission of this form, a Town of Chesterfield representative will contact you to discuss when documents would be available and when you will come to the Town Offices to provide a USB flash drive. To protect our town computers, the USB drive must be new and in a sealed package.

There is no charge to save any un-redacted information that is available via electronic format (i.e. Microsoft Word, Adobe .pdf, .jpg). However, all document requiring redaction (because they contain information exempt from 91-A), will cost the requester \$0.50 per page, as they must be printed, manually redacted, and presented to the requester as a hard-copy. The town representative will inform the requester of the number of redacted documents and cost, and must receive permission from the requester before proceeding.

I would like hard copies mailed to me (USPS postage charges apply)

I would like hard copies held for me at Chesterfield Town Offices

August 15, 2018

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 RTK 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 in regard to 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).

Name of Requester/organization representative: _____

Description of Information Requested from the Town of Chesterfield:

Mail, fax, email or hand deliver this completed form to: Chesterfield Town Offices, 490 Route 63, PO Box 175, Chesterfield, NH 03443 Fax: 603-363-8047 Email: office@nhchesterfield.com