



TOWN OF NORTHWOOD

91.A "RIGHT TO KNOW" REQUEST

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

INFORMATION REQUESTED FORM:

Name of Public Body: _____

Address: _____

Person Making the Request (print):

Name: _____ Phone Number: _____ Date: _____

Once payment is received*, if requested information is not immediately available; I would like to have it:

- Sent to me via U.S.P.S. mail to: _____

- Held for me. Call me at _____ and I will pick it up.

Signature of person making the request: _____

Description of Information

requested: _____

I hereby attest that I have received a copy of this public information request on behalf of the public body named above at _____ a.m. or p.m. on _____
(circle one) (Month, Day, and Year)

- The requested information is NOT AVAILABLE. Reason _____
(attached explanation if necessary)
- The information may not be available. We will search and notify you of our results
- The information is available, and the cost to reproduce will be _____ per 8.5x11 photocopy total: \$ _____
Per audiotape. 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

As a general rule per RSA 91.A1 turnaround time is generally 5 business days depending on the extent of information requested while allowing time to process the request timely, accurately, and properly

*Black and white photocopies of documents and of black and white computer-printed documents will be charged at \$0.25 per page for the first 10 pages of any document for letters (8.5x11) size