



## RIGHT TO KNOW REQUEST FORM TOWN OF SUNAPEE

23 Edgemont Rd.,  
Sunapee, New Hampshire 03782  
(603) 763-2212 Ext. 1023  
E-mail: [righttoknow@town.sunapee.nh.us](mailto:righttoknow@town.sunapee.nh.us)  
Website [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)

### FOR TOWN USE ONLY

DATE APPLICATION REC'D: \_\_\_\_\_  
FEE REQ: Y / N AMOUNT: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_ METHOD: \_\_\_\_\_  
RTK # \_\_\_\_\_

Created 9/18/2023

**Right to Know Definitions:** Pursuant to §RSA 91-A:1-a, III, Governmental Records are defined as follows: "Governmental records mean any information created, accepted, or obtained on behalf of, any public body, or a quorum of the majority thereof, or any public agency in furtherance of its official function." Without limiting the foregoing, the term "governmental records" includes any written communications or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body." The term "governmental records" shall also include the term "public records."

### Partial List of Exemptions to RSA 91-A:

- Preliminary drafts, notes and memoranda, and other documents not in their final form and not disclosed, circulated, or available to quorum of a public body,
- Records pertaining to internal personnel practices,
- Medical, welfare, or library user records, law enforcement audio-video recordings, income and asset information, vehicle records;
- Confidential, commercial, or financial information, and any other records whose disclosure would be an invasion of privacy,
- Notes or materials made for personal use which do not have an official purpose, including notes and materials made prior to, during, or after a public proceeding,
- Some law enforcement files (our office will confer with legal counsel before authorizing the release of any documents regarding law enforcement files) and some written legal advice.

**Filing a Right to Know Request:** While State law does not require the submission of a written Right to Know request, written requests assure that both the Town and requester have a verifiable copy of the request, and there is no ambiguity as to what is being requested.

**Right to Know Request Process:** Other than a request to review minutes in the Town Clerk's Office, which shall be granted, any request for public record shall be forwarded to the Town Clerk who is the keeper of the records for the Town. The Town Clerk will log the request before forwarding it to the Town Manager, who will determine if the document requested is within the 91-A guidelines. The request will then be assigned to the appropriate staff member to retrieve. All documents retrieved will be returned to the Town Clerk for the requestor to pick up. The Town Clerk will contact the requestor and log the time/date of contact. This policy is to comply with the following provision of §RSA 91-A:4-IV (a)(b):

*"Public bodies and agencies shall upon request for any public record reasonably described, make available for inspection and copying any such public record within its files when such records are immediately available for such release. If the body or agency cannot make the record available for immediate release, it shall within 5 (five) business days of the request, make such record available, deny the request in writing with reasons, or furnish written acknowledgement of the receipt of the*

*request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied."*

If the Town of Sunapee makes copies of requested information on a Town photocopier, then the applicant shall be charged the cost of making the copy as found in the Town's fee schedule. If an electronic file is requested, a media storage device in a new package, unused, can be provided and the file will be copied onto it at no charge and may be viewed at Town Hall. If the requestor wishes to maintain a copy of electronic file(s) provided by the Town, then the cost of the storage device will be charged to the requestor.

**If you have questions:** Please reference the the Town's website at [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us) or contact the Town Clerk at (603) 763-2212 Ext. 1017.

## SECTION I. Name of Person Requesting & Description of Request

Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

WRITTEN DESCRIPTION of Description of Document(s) Requested: \_\_\_\_\_

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Record Date(s): \_\_\_\_\_

Please provide any other information such as search terms, topics, etc, that may help us understand and respond to your request in a timely fashion: \_\_\_\_\_

Name of Public Body associated with request : \_\_\_\_\_

## SECTION II. REQUESTED FORMAT:

### 1. Please choose how you would like to obtain the information:

- ☐ I would only like to inspect the information.
- ☐ I would like to pick up hard copies
- ☐ Digital copy loaded on TOWN-PROVIDED USB Hard Drive (Fees apply)

Information may be provided on a Town-provided USB stick (valued at \$10), or a customer can provide their own sealed USB drive. For printed hard copies, up to \$10 worth of page sides will be provided and beyond that incurs a cost of 0.25 cents per side For inspection only there is no fee.

## SECTION III. AUTHORIZATION OF DOCUMENT RECEIPT:

### Record Receipt Authorization:

By signing below, I certify that I have reviewed and received all documentation from the Town of Sunapee relating to the original Right to Know request within the agreed upon time. This signature certifies that the Right to Know request has been

fulfilled to the best of the Town's ability and acknowledges that this request will be considered closed hereafter.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

**Electronic copy authorization:**

The undersigned, being in receipt of public records of the Town of Sunapee, understands, and hereby recognizes and acknowledges that:

- A. Although the data being delivered does constitute a genuine copy of public records of the Town, the Town has not made and does not make any representation or warranty, express or implied, about the truth, accuracy, or margin of error of any information or facts contained in or derivable from such public records;
- B. The data being delivered is solely for the limited purpose of municipal functions, and the Town makes no representation or warranty, express or implied, as to its accuracy, appropriateness, or suitability for any other purpose, use or application; and
- C. The Town has not made, and does not make, any representation or warranty, express or implied, about whether the electronic data being delivered will continue to constitute a genuine copy of public records of the Town when it is read by, run upon, translated into, modified by, manipulated by or amalgamated with any particular electronic hardware, software, system, program, application or data base

I further acknowledge that I have read and understood the above statements and agree to the terms and conditions outlined therein.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_