

**TOWN OF SUNAPEE SELECTBOARD  
RIGHT TO KNOW INFORMATION REQUEST POLICY**

**I. Purpose of the Policy:**

The purpose of this policy is to create a standard method of processing records requests under the Right-to Know Law, RSA 91-a.

**II. Departments Affected:** All Departments, Boards, Committees and Commissions.

**III. Definitions:**

**IV. Policy:**

It is the policy of the Town to grant access to public records in accordance with RSA 91-A. Minutes and records available for public inspection are described in RSA 91-A:4. Exemptions are described in RSA 91-A:5.

**V. Procedures:**

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.

**VI. Severability:**

To the extent that any provisions of this policy conflict with NH Law, then NH law will prevail.

CPWallace

Carol Wallace, Chair

Suzanne Götting

Sue Götting, Vice Chair

J. Trow

Jash Trow

Jeremy Hathorn

Fred Gallup

**REVISIONS & APPROVALS:**

- **October 30<sup>th</sup>, 2023**
- *May 31<sup>st</sup>, 2016*