



Right to Know Request - Town of Charlestown, NH

Pursuant to the NH Right-To-Know law (RSA 91-A), the stated filer requests to see governmental records from Charlestown departments and/or representatives:

Requester's Name (or Organization): _____

Phone and/or email address: _____

Mailing Address (only if you want records mailed): _____

Request Date: _____

How would I like to receive records?

I would like to inspect records only.

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

I would like electronic records saved upon a USB flash drive I provide in person at the Town Offices.

I would like electronic records saved upon a USB flash drive provided by the Town, for pickup at the Town Offices.

I would like electronic records saved upon a USB flash drive provided by the Town, mailed to me.

Note: To protect our Town computers, the USB drive must be new and in a sealed package. There is no charge to save any unredacted record that is available in electronic format (i.e. Microsoft Word, Adobe .pdf, .jpg). The Town must receive payment for the USB flash drive and postage, if applicable, before processing the documents.

Note: Records requiring redaction (because they contain information exempt from RSA 91-A) are not available electronically. To prevent inadvertent disclosure of exempt information or underlying metadata, these documents must be printed, manually redacted, and produced as a hard copy. Therefore, there will be a charge of **50 cents per page** for all documents requiring redaction.

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

I would like hard copies held for me for pickup at the Town Offices.

Note: There is a charge of **50 cents per page** for photocopies of paper documents and for printing of electronic records (as allowed by state law). Upon receipt of this request, a Town of Charlestown representative will follow up to make sure you are prepared to pay this cost, and must receive payment from the requester before proceeding.

While state law does not require a written Right-To-Know 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 Charlestown Town Offices during regular business hours, and a member of the staff can work with you to address said issues. Tel: (603) 826-4400; Charlestown Town Offices, 233 Main St, PO Box 385, Charlestown, NH 03603

