

Right to Know Request – Town of Newton, NH

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

Requestor's Name (or Organization): _____

Phone and/or email address: _____

Mailing Address: _____

Request Date: _____

How would I like to obtain information?

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I would like to inspect only

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

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I would like electronic information emailed (or saved upon a USB flash drive I provide)

*Upon submission of this form, a Town of Newton representative will contact you to discuss when the documents would be available and whether you want documents emailed, or 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 email or save any **unredacted** 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.***

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

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

There is a charge of \$0.50 per hard copy page, payable upon completion (as allowed by state law).
Upon receipt of the request, a Town of Newton 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 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 regarding this Right-To-Know request, please contact the Newton Town Offices between 8:00am 4:00pm Monday-Thursday. A member of the staff can work with you to address said issues (603-382-4405 x314; 2 Town Hall Road; Newton, NH 03858).

Requestor's Name (or Organization): _____

Description of Information Requested from the Town of Newton: