



# TOWN OF MERRIMACK, NEW HAMPSHIRE

6 BABOOSIC LAKE ROAD · MERRIMACK, NH 03054 · WWW.MERRIMACKNH.GOV

## Request for Access to Public Records Pursuant to NH RSA 91-A "Right-to-Know" Law

Date: \_\_\_\_\_ Requestor (print): \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to pay a fee of (schedule attached) per page to cover the cost of reproducing the  
requested documents: Signature: \_\_\_\_\_

Request Acknowledge By: \_\_\_\_\_

### For Office Use Only

Five Business Days from today: \_\_\_\_\_ Date Records Provided (if applicable): \_\_\_\_\_

Response Made: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If the record(s) requested are **Not** made available for immediate inspection and/or copying, then within five (5) business days of the request either: (1) the record(s) shall be made available, (2) the request shall be denied in writing with reasons \*, (3) or a 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 shall be furnished to the member of the public making the request.*

*\* Use Form "Response to Request for Access to Public Records Pursuant to*

*NH RSA 91-A, "Right-To-Know" Law.*

<b>Assessing</b> P: 603-424-5136 F: 603-423-8539	<b>Community Development</b> P: 603-424-3531 F: 603-424-1408	<b>Finance</b> P: 603-424-7075 F: 603-424-0461	<b>Human Resources</b> P: 603-424-2331 F: 603-424-0461	<b>Media Services</b> P: 603-423-8561 F: 603-424-0461
<b>Public Assistance</b> P: 603-423-8535 F: 603-423-8539	<b>Public Works Administration</b> P: 603-424-5137 F: 603-423-8539	<b>Town Council</b> P: 603-424-2331 F: 603-424-0461	<b>Town Manager</b> P: 603-424-2331 F: 603-424-0461	

## **Records Which Are Exempt From Disclosure Under RSA 91-A or Other Applicable Law**

If request for records cannot be provided, indicate the reason for denial by circling the appropriate category/exemption. Please consult with town counsel to evaluate and appropriate respond to the request.

### **Not A Public Meeting**

- |    |                    |                                  |
|----|--------------------|----------------------------------|
| 1. | RSA 91-A:2, I. (b) | Consultation with Legal Counsel. |
| 2. | RSA 91-A:2, I. (a) | Collective Bargaining.           |
| 3. | RSA 91-A:2, I. (d) | Circulation of Draft Documents   |

**Nonpublic Session Meeting Minutes** (Formerly “Executive” Session), provided the minutes were duly sealed pursuant to RSA 91-A:3, III.

### **Exemptions**

- |     |                  |  |
|-----|------------------|--|
| 4.  | RSA 91-A:5, I.   | Grand and Petit Juries.  |
| 5.  | RSA 91-A:5, II.  | Parole and Pardon Boards.  |
| 6.  | RSA 91-A:5, III. | Personal School Records of Pupils.   |
| 7.  | RSA 91-A:5, IV.  | Internal Personnel Practices.  |
| 8.  | RSA 91-A:5, IV.  | Confidential, Commercial, or Financial Information.  |
| 9.  | RSA 91-A:5, IV.  | Examination Data.  |
| 10. | RSA 91-A:5, IV.  | Personnel, Medical, Welfare, Library User, and Videotape Sale or Rental, i.e. Invasion of Privacy. |
| 11. | RSA 91-A:5, V.   | Teacher Certification Records. *   |
| 12. | RSA 91-A:5, VI   | Emergency Functions  |
| 13. | RSA 91-A:5, VII  | Unique pupil ID information  |
| 14. | RSA 91-A:5, VIII | Notes for Personal use   |
| 15. | RSA 91-A:5, IX   | Preliminary drafts, notes, memorandum  |
| 16. | RSA 91-A:5, X    | Video/Audio recordings from police officer body camera   |
| 17. | RSA 91-A:5, XI   | Information Technology systems   |

### **Miscellaneous**

- |     |  |
|-----|--|
| 18. | Privileged Law Enforcement Investigative File(s).          |
| 19. | Written Legal Advice from Town Counsel.                    |
| 20. | Request Pending Review by Town of Merrimack Legal Counsel. |
| 21. | Other: _____   |
|     | _____  |
|     | _____.   |

\* Not Including Teacher Certification Status Information.

## **COPY CHARGES**

Effective January 8, 2004  
as approved by the Board of Selectmen

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Copies of readily available file material (i.e., certificates of occupancy, copies of police and fire reports, minutes of recent meetings, residential assessment cards), or items brought in for copying:

**Standard/Legal Size - \$ .50 per page**

**11" X 17" - \$ .50 per page**

**(Note: Residents requesting a police or fire report pertaining to themselves or their personal property may receive the first copy free of charge.)**

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Copies of file material requiring research, clerical/computer time, piecing together, archives searches, etc. Includes, but not limited to, plot plans, septic system plans, old minutes and reports, old deeds, agreements, past budgets, police and fire reports for non-personal use, assessing commercial and industrial cards, etc.

**First page - \$2.00**

**Subsequent pages (standard/legal) - \$ .50 each**

**Subsequent pages 11" X 17" - \$ .50 each**

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Computer-generated tax bills for parties other than the property owner:

**First page - \$2.00**

**Subsequent pages - \$1.00 each**

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## **STATUTORY CHARGES**

Certified copies of vital records:

**First copy - \$15.00**

**Each additional copy - \$10.00**

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EXCEPTIONS to this policy may be authorized only by the Town Manager or a designee.