

Right to Know Request Form – Town of New Durham

Use of this form to submit a request pursuant to RSA 91-A is entirely voluntary. However, this form has been created to assist in capturing the specifics of your request and to be able to complete the request with accuracy.

All requests should be directed to ndrtkrequest@newdurhamnh.gov or by mail to: Town of New Durham Attn: Right to Know Request, PO Box 207 New Durham, NH 03855.

Name: _____

Mailing Address: _____

Phone/Email: _____

Request Date: _____

Description of Information Requested:

How would you like to obtain the information?

I would like to inspect only

I would like hard copies mailed, and I will mail in a check upon notification of amount
- Documents will be mailed upon receiving check.

I would like to pick up hard copies

There is a fee for hard copies to be provided, the fee is \$0.50 per page. For inspection only there is no fee.

*Prior to printing and sending, the department will reach out to requestor to verify cost and payment.

*If request cannot be completed, the requester will receive written explanation.

Office Use Only: Date Request Received: _____ Date Request Completed: _____