



## Right to Know Request – Town of Unity, NH

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

Request Date: \_\_\_\_\_

Requester's Name or Organization: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

Mailing Address (if you want records mailed): \_\_\_\_\_

How would you like to receive records?

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

I would like electronic records saved upon a USB flash drive provided by the Town, mailed to me. (Charge for flash drive, plus postal charges apply)

I would like hard copies mailed to me (Copy charges, plus postal charges apply)

I would like hard copies held for me for pickup at the Town Offices (Copy charges apply)

I would like to come to the office to photograph the documents myself at no charge.

Note: The Town must receive payment for all applicable charges before processing the documents. A flash drive charge is \$8. The copy charge is **50 cents per page**, or **75 cents per page** if more than ten pages for photocopies of paper documents and for printing of electronic records (as allowed by state law), and **one dollar per page** for pages required redactions. Postal charges are set by the Federal Government.

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. Copy charges apply.

Note: Upon receipt of this request, a Town of Unity representative will follow up to make sure you are prepared to pay the applicable cost and must receive payment from the requester before proceeding.

If there are any other questions or concerns regarding this Right-To-Know request, please contact the Unity Town Offices during regular business hours, and a member of the staff can work with you to address said issues.

Description of records: \_\_\_\_\_

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Requested from the Town of Unity. Mail, fax, email, or hand deliver this completed form to:

Unity Town Offices, 13 Center Rd Unit #13, Unity, NH 03603      Tel: 603-543-3102

Email: [selectmen@townofunitynh.org](mailto:selectmen@townofunitynh.org)