



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.

Assessing	Community Development	Finance	Human Resources	Media Services
P: 603-424-5136	P: 603-424-3531	P: 603-424-7075	P: 603-424-2331	P: 603-423-8561
F: 603-423-8539	F: 603-424-1408	F: 603-424-0461	F: 603-424-0461	F: 603-424-0461

Public Assistance

P: 603-423-8535
F: 603-423-8539

Public Works Administration

P: 603-424-5137
F: 603-423-8539

Town Council

P: 603-424-2331
F: 603-424-0461

Town Manager

P: 603-424-2331
F: 603-424-0461

***The following are records which are exempt from disclosure under
RSA 91-A or other applicable law:***

Not a Public Proceeding

RSA 91-A:2, I (b)	Consultation with Legal Counsel
RSA 91-A:2, I (c)	Collective Bargaining

Nonpublic Session (formerly "Executive" Session)

RSA 91-A:3, II (a)	Personnel
RSA 91-A:3, II (b)	Hiring
RSA 91-A:3, II (c)	Personal
RSA 91-A:3, II (d)	Property
RSA 91-A:3, II (e)	Pending Claims
RSA 91-A:3, II (f)	Applications by Adult Parole Board
RSA 91-A:3, II (g)	Security Related Issues
RSA 91-A:3, II (h)	Applications by the Business Finance Authority

Exemptions

RSA 91-A:5 I	Grand and Petit Juries
RSA 91-A:5, II	Parole and Pardon Boards
RSA 91-A:5, III	Personal School Records of Pupils
RSA 91-A:5, IV	Internal Personnel Practices
RSA 91-A:5, IV	Confidential, Commercial, or Financial Information
RSA 91-A:5, IV	Examination Data
RSA 91-A:5, IV	Personnel, Medical, Welfare, Library User, & Videotape Sale/Rental
RSA 91-A:5, IV	Invasion of Privacy
RSA 91-A:5, V	Teacher Certification Records *

Miscellaneous

Privileged Law Enforcement Investigative File(s)
Written Legal Advice from Town Counsel
Preliminary Draft(s) of Internal Document(s)
Nonpublic documents Consistent with Nonpublic Sessions
Request Denied Pending Review by Town of Merrimack Legal Counsel

Other _____

**Not including Teacher Certification Status Information.*

COPY CHARGES

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

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.)

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

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

First page - \$2.00

Subsequent pages - \$1.00 each

STATUTORY CHARGES

Certified copies of vital records:

First copy - \$15.00

Each additional copy - \$10.00

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