

POLICY REGARDING REQUESTS FOR ACCESS TO TOWN RECORDS

Adopted by the Board of Selectmen February 5, 1990

Amended by the Board of Selectmen March 6, 1990

Amended by the Board of Selectmen March 21, 1994

Amended by the Board of Selectmen March 17, 2014

Amended by Board of Selectmen January 7, 2019

Amended by Board of Selectmen June 23, 2021

Amended by Board of Selectmen July 19, 2021

Under the New Hampshire Right-to-Know Law (RSA 91-A), the public is entitled to view and obtain copies of public records. RSA 91-A does not, however, allow access to Town Records in a manner that could interfere with Town operations or potentially create a hazard of loss or damage to the records.

Furthermore, the Department of Revenue Administration has advised the Town that it should exercise special care with original records of which copies do not exist and which cannot easily or readily be replaced should they become damaged or lost.

Therefore, in order to provide public access to Town records under RSA 91-A and at the same time ensure continuation of Town operations and avoid risking loss or damage to the records, the Selectmen hereby adopt the following policy.

1. If public records are immediately available for inspection and/or copying, the inspection and/or copying shall be done under the supervision of or by an authorized town employee. Members of the public shall not remove public records from the offices in which they are kept.

2. If public records are not immediately available for inspection and/or copying, the town shall, within five business days; make such records available, deny the request in writing stating reasons, or furnish written acknowledgement of the receipt of the request and statement of the amount of reasonable time required to determine whether the request shall be granted or denied (RSA 91-A:4, IV).

3. If photocopies are made, the person requesting the copy shall pay the actual cost of providing the copy (RSA 91-A:4, IV). The cost must be paid prior to receiving the copy or copies.

- a. The charge for making copies is \$1.00 per copy/per sheet of paper
- b. The charge for faxing documents is \$1.00 per sheet of paper
- c. No charge for emailing documents
- d. Non-Town USB drives will not be allowed. USB drives request will be provided at cost.

4. If the volume of records to be inspected is such that inspection during regular business hours is not possible without stopping other business to provide the records, the requesting party may:

- a. Obtain copies of all requested documents with the requesting party paying the costs specified above, or;
- b. Make an appointment with the Selectmen or Town Clerk to view the records at a time or times when the town can provide an individual to oversee the process in order to maintain integrity as required by the DRA, with the requesting party paying the actual cost of providing the record(s). an amount to cover the estimated costs shall be paid in advance with any surplus refunded upon the completion of the inspection.

5. Access to work papers, personnel data and other confidential information under RSA 91-A:5, IV, shall not be provided (RSA 91-A:4, IV).