



TOWN OF NORTH HAMPTON

Information Request Form

It is the policy of the Town and the law of the State of New Hampshire that all public records, that is, information concerning the business of the Town, be available for inspection or copying. Basically, these are all of the records of the Town other than those exempted by law. Some exemptions may include, but are not limited to,

- a. certain personnel information,*
- b. confidential, commercial or financial records whose disclosure would be an invasion of privacy, and*
- c. certain information protected by federal law and state law, which includes, but is not limited to, HIPPA and the Driver Policy Act.*

The Town is allowed up to five (5) business days to make available records that are not available for immediate inspection.

You have requested information that is not immediately available. We will locate the information within five (5) business days and make it available to you at this location. Or, we will tell you in writing when or whether the information will be available. In the case research is required, we need to know as specifically as possible the information requested. Please be aware that the Town will provide the documents in the form (digital vs. hard copy) it deems most convenient when available. The Town does not have to create a new document or change the format of an existing document in response to an access request under the Right to Know Law.

Date: _____

Name: _____

Address: _____

Email and Phone #: _____

Description of requested information (include property address and Tax Map/Lot if applicable):

Comments: _____

Signature

Internal Use:

Department: _____

Date received: _____ Initials: _____

Location of information: _____

Follow-Up/comments: _____
