

For Internal Use
 Request No. 200 _____
 Date Received _____
 Information Available _____

Town of North Hampton, NH, Request for Information

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; certain personnel information, "confidential, commercial or financial records whose disclosure would be an invasion of privacy," and certain information protected by federal law, and state law, which includes but is not limited to HIPPA and the Driver Privacy 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 most convenient form (digital vs. hard copy) when available. The Town does not have to create a new document or change the format of an existing document in response to a request for access under the Right to Know Law¹

Information requested:

If you wish to be contacted when the information is available, we need a name or names to contact and a means of contact (address or phone number).

Depending on the information requested, it may assist us to have the following information to locate the appropriate record(s).

Property address _____
 Map/lot/parcel ____ / ____ / ____

Internal Use:
 Department: _____
 Information location or reason for rejecting request:



¹ Hawkins v. NH Department of Health and Human Services, 147 NH 376(2001); NH Civil Liberties Union v. City of Manchester, 149 NH 437(2003)