



Town of Alton, NH

Board of Selectmen | Town Administrator
PO Box 659 1 Monument Square Alton, NH 03809
Office: 603-875-2161 Fax: 603-651-0732

Administrative Procedure Right to Know Request

I am requesting to inspect the public record that I have identified below pursuant to New Hampshire RSA 91-A:4 and 5. I understand that within five business days of this request a determination will be made whether or not the public record I wish to inspect exists or not, and if it does exist if it is available for inspection. If the public record I have requested exists but is not immediately available for inspection, I will be notified when it will be available for inspection. I understand that if the public record is available for inspection and I wish to have a copy of the record, a copy charge will be required before processing. I understand that my Right to Know Request must be submitted to the Town Administrator's Office at 1 Monument Square or via email at RTK@alton.nh.gov. A brief synopsis of all Right to Know requests are available for viewing on the Town's website homepage at www.alton.nh.gov.

Most public records are available in the Town Clerk's Office and are available without filing a Right to Know Request.

If you have a medical condition and require assistance to fill out this form, assistance will be provided to you.

Public Record Requested (please provide as much detail as you can, such as date and description of the record):

Requestor Signature: _____ Date: _____

Requestor Name (printed): _____

Address: _____

Phone/Email: _____

Request received by: _____

Date and Time: _____

Signature of Town Administrator