



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 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 within 5 business days of this request a determination will be made whether or not the public record I wish to inspect exists 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 my Right to Know Request must be submitted to the Board of Selectmen's Office at 1 Monument Square.

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

Requestor Signature: _____ Date: _____

Requestor Name (print): _____

Address: _____

Phone/Email: _____

Request Received By: _____

Date and Time: _____

Signature of Town Administrator