



---

# 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 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 my Right to Know Request must be submitted to the Town Administrator's Office at 1 Monument Square. A brief synopsis of all Right to Know requests are available for viewing on the Town's website [www.alton.nh.gov](http://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