



TOWN OF ALTON
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 Printed _____

Address _____

Phone/Email _____

Request received by: _____

Date and time : _____

Signature of Town Administrator