

## Right to Know Request – Town of Candia, NH

Pursuant to the NH Right-To-Know law (RSA 91-A), the stated filer requests to see public information from Candia departments and/or representatives:

Requester's Name (or Organization): \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

Mailing Address (only if you want information mailed):  
\_\_\_\_\_

Request Date: \_\_\_\_\_

### **How would I like to obtain information?**

I would like to inspect information only

*Upon submission of this form, a Town of Candia representative will contact you to discuss date/time you can come to Town Offices to inspect information. **There is no charge for this service.***

I would like electronic information emailed (or saved upon a USB flash drive I provide)

*Upon submission of this form, a Town of Candia representative will contact you to discuss when documents would be available and whether you want documents emailed, or when you will come to the Town Offices to provide a USB flash drive. **To protect our town computers, the USB drive must be new and in a sealed package.***

***There is no charge** to email or save any unredacted information that is available via electronic format (i.e. Microsoft Word, Adobe .pdf, .jpg). **However, all document requiring redaction (because they contain information exempt from 91-A), will cost the requester \$0.50 per page, as they must be printed, manually redacted, and presented to the requester as a hard-copy. The town representative will inform the requester of the number of redacted documents and cost, and must receive permission from the requester before proceeding.***

I would like hard copies mailed to me (USPS postage charges apply)

I would like hard copies held for me at Candia Town Offices

***There is a charge of \$0.50 per hard copy page, payable upon completion (as allowed by state law and codified by 2004 Candia Town Meeting).** Upon receipt of this request, a Town of Candia representative will follow up to make sure you are prepared to pay this cost, and must receive permission from the requester before proceeding.*

*While state law does not require a written RTK request, written requests assure all parties have a verifiable copy of the request, and there is no ambiguity as to what is being requested. If there are any other questions or concerns in regard to this Right-To-Know request, please contact the Candia Town Offices between 8:00 a.m. and 3:00 p.m. Monday-Friday, and a member of the staff can work with you to address said issues (603.483.8101; 74 High St.; Candia, NH 03034).*

Name of Requester/organization representative: \_\_\_\_\_

**Description of Information Requested from the Town of Candia:**

Mail, fax, email or hand deliver this completed form to:  
Candia Town Offices, 74 High Street, Candia, NH 03034  
Fax: 603-483-0252  
Email: [info@candianh.org](mailto:info@candianh.org)