

Town of Atkinson

RECORD DUPLICATION POLICY

Purpose:

To provide procedures and costs for requesting, inspecting and obtaining copies of public records maintained by the Town of Atkinson, pursuant to RSA 91-A. This policy replaces any and all prior Town policies in this regard.

Requests:

1. All requests for public records must be in writing and signed by the requester. The request should identify or describe the records sought with sufficient specificity to enable the Town to ascertain which records are being requested; to which Department the request applies and the name and address to which the Town should direct its response. The Town will not accept anonymous requests for records. Requests sent directly to the individual Departments will be immediately forwarded to the Town Administrator immediately for response.
2. The request must specify whether the requester wishes to personally examine the requested records, or is requesting hard copy, electronic copy or disks be prepared. When neither is specified, the request will be deemed a request for a hard copy (ies) of the identified document(s), and will be sent via First Class U.S. Mail.
3. The requester must also provide additional contact information, including the requesters address, telephone number, facsimile number (if requested) and e-mail address to facilitate the processing of a request.
4. A request may be submitted using the Town's Record Duplication Request Form. Forms are available in the Selectmen's Office and on the Town's web site <http://www.town-atkinsonnh.com/>
5. Written requests may be mailed to: Town of Atkinson, Town Administrator, 21 Academy Avenue, Atkinson, NH 03811; sent via facsimile to (603) 362-5305; e-mailed to townadmin@atkinson-nh.gov, or, they may be delivered to the Selectmen's Office in person during the Town's regular business hours of 8 AM to 4 PM, Monday through Friday. Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service or other similar service. To expedite processing, if the request is being made pursuant to the New Hampshire right-to-know statute (RSA 91-a), the written request shall state explicitly on the enclosure envelope, the FAX cover sheet or

in the written request – that the communication is made for the purpose of requesting access to public records under RSA 91-A.

Submittal of a request to any other address or facsimile number does not give rise to any obligation on the part of the Town of Atkinson to respond, nor can it serve as a basis for a deemed denial of the request. No e-mail requests will be accepted.

Expense:

If a written request for hard copies of Town records is granted in whole or in part, the expense(s) on the attached chart will be charged to the requester.

The Town may require a requester to prepay an estimate of the expenses listed on the attached expense schedule, if such is expected to exceed \$50.00, or if delinquent amounts are owed by the requester for prior requests. All requests must be paid by cash, check or money order payable to "Town of Atkinson".