

Shaun Mulholland
Town Manager

Kellie Caron
Assistant Town Manager



Town Council
Ron Dunn, Chair
Shawn Faber, Vice-Chair
Ted Combes
Dan Bouchard
Deb Paul

Town of Londonderry • 268B Mammoth Road • Londonderry, NH 03053

RECORDS REQUEST FEE SCHEDULE

Fiscal Year 2026

Printing & Photocopying

B&W documents up to 8.5x11*	First ten total pages free \$0.50 per page for the first ten (10) pages of a document; \$.10 per page thereafter
B&W documents larger than 8.5x11	\$1.00 per page
Color documents up to 8.5x11*	\$1.00 per page for the first ten (10) pages of a document; \$.25 per page thereafter
Color documents larger than 8.5x11	\$2.00 per page
All wide format printouts	\$5.00 per page

Scanning**

Documents up to 11x14*	\$0.50 per page for the first ten (10) pages of a document; \$.10 per page thereafter
Documents larger than 11x14	\$2.00 per page

Electronic Document Delivery***

Fewer than or equal to 10 documents AND less than 25MB cumulative file size	Delivered via email
More than 10 documents OR less than 25MB cumulative file size	Delivered via Town-issued USB flash drive at last purchase cost

**The charge is per document and not per request. For example, if a person requests black-and-white copies of a 20-page document and a 10-page document, the charge would be \$11.00; \$6.00 for the first one (\$.50 x 10 plus \$.10 x 10) and \$5.00 for the second one. Copying is only available after physical documents are inspected on-site and all applicable fees are paid in person in the Town Clerk's office.*

***Scanned document delivery adheres to the Electronic Document Delivery process. Scanning is only available after physical documents are inspected on-site and all applicable fees are paid in person in the Town Clerk's office.*

****Requestor must pay any applicable fees in person in the Town Clerk's office before the transfer of files occurs. Requests exceeding the storage limit of one storage device may require the purchase of additional devices. Absolutely no personal external storage devices are permitted to be connected to Town computers. Once a Town-issued drive leaves the premises, it may not be plugged into a Town computer in the future.*

Approved via Resolution 2025-16 on 08/18/2025

Electronic Communication 91-A Requests

Definitions:

1. "Individual electronic communication" includes the communication itself as well as the responses and attachments to each communication, under a single subject line. However, text or chat message threads regarding the same topic shall be considered an individual electronic communication unless a thread exceeds 50 individual messages, at which point a group of 50 messages shall be considered an individual electronic communication.
2. "Media requestors" means organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

Fee Scale

A per electronic communication charge of \$1.00 per individual electronic communication, regardless of whether the records are delivered in hard copy or electronically, shall be charged of any requestor subject to the following provisions:

1. No charge shall be issued for the first 250 individual electronic communications.
2. No charge shall be issued for the following individuals or entities:
 - a. An individual who can demonstrate they are indigent as established by the federal poverty line, as issued each year by the Federal Department of Health and Human Services;
 - b. Media requestors;
 - c. Any individual requesting information where the disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requestor, except media requestors.
3. Multiple requests from any person or entity to the same public body within a 30-day time period shall be considered one request.

The requestor shall receive an itemized estimate of the cost of making the record available. This estimate shall accompany any written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay, if it is estimated that making the record available will take longer than five (5) business days, or as soon as the fee can be ascertained.

NOTE: The Building Department and Planning Department maintain separate schedules of fees for permitting and application processes.