

Right-to-Know (RTK) Request Form – Town of Londonderry, NH

Pursuant to the New Hampshire Right-to-Know Law (RSA 91-A), the following individual requests public access to governmental records:

Requester's name: _____

Email address and/or phone number: _____

Address: _____

Date of request: _____

Describe the records requested from the Town of Londonderry with enough detail for the Town to locate and respond to the request:

Timeframe in question (required):

From: _____ To: _____

While state law does not require a written Right-to-Know 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 you choose not to fill out this form, a staff member will do so on your behalf. If you have any questions or concerns regarding this Right-to-Know request or the process in general, please reach out to Kirsten Hildonen, Administrative Support Coordinator, at 603-432-1100 x153 or khildonen@londonderrynh.org.

The Town of Londonderry reserves the right to require an appointment to review all physical documents found responsive to Right-to-Know requests. If, after reviewing the documents, the requester would like electronic or printed copies, they can request copies be made.

***Photocopies** will be provided at the cost of \$.50/page for the first ten (10) pages of a document, and \$.10/page for each page of that document thereafter, payable upon completion. Photocopies may be picked up in person at Town Hall or shipped (**USPS shipping charges will apply**). The Town will inform the requester of the total cost and receive permission before proceeding.*

All charges must be paid in the Town Clerk's office before documents will be delivered.

Email, mail or hand-deliver this form to:

Town of Londonderry
ATTN: Right-to-Know
268B Mammoth Road
Londonderry, NH 03053
rtkrequest@londonderrynh.org

(Requests sent directly to departments will be forwarded to this email for fulfillment and tracking.)