



Right to Know Request – Town of Unity, NH

Pursuant to the NH Right-To-Know law (RSA 91-A), the stated filer requests to see governmental records from Unity's departments and/or representatives:

Requester's Name (or Organization): _____

Phone and/or email address: _____ Mailing

Address (only if you want records mailed):

Request Date: _____ How

would I like to receive records?

- ☐ I would like electronic records saved upon a USB flash drive I provide in person at the Town Offices.
- ☐ I would like electronic records saved upon a USB flash drive provided by the Town, for pickup at the Town Offices.
- ☐ I would like electronic records saved upon a USB flash drive provided by the Town, mailed to me..

Note: To protect our Town computers, the USB drive must be new and in a sealed package. There is **no charge** to save any **unredacted** record that is available in electronic format (i.e. Microsoft Word, Adobe .pdf, .jpg). The Town must receive payment for the USB flash drive and postage, if applicable, before processing the documents.

Note: Records requiring redaction (because they contain information exempt from RSA 91-A) are not available electronically. To prevent inadvertent disclosure of exempt information or underlying metadata, these documents must be printed, manually redacted, and produced as a hard copy. Therefore, there will be a charge of **50 cents per page or 75 cents per page** if more than ten pages for all documents requiring redaction.

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

☐ I would like hard copies held for me for pickup at the Town Offices.

Note: There is a charge of **50 cents per page or 75 cents per page** if more than ten pages for photocopies of paper documents and for printing of electronic records (as allowed by state law), and **one dollar per page** for page required redactions. Upon receipt of this request, a Town of Unity representative will follow up to make sure you are prepared to pay this cost and must receive payment from the requester before proceeding.

If there are any other questions or concerns regarding this Right-To-Know request, please contact the Unity Town Offices during regular business hours, and a member of the staff can work with you to address said issues. Tel: (603-543-3102; Unity Town Offices, 13 Center Rd, Unit #13, Unity, NH 03603

Requester's Name (or Organization): _____ Description
of Records Requested from the Town of Unity:

Mail, fax, email, or hand deliver this completed form to:

Unity Town Offices, 13 Center Rd, Unit #13, Unity, NH 03603 Fax: 603-543-3102

Email: selectmen@townofunitynh.org