

# TOWN OF ACWORTH

## Right to Know Request – Acworth, New Hampshire

Pursuant to the NH Right-To-Know law (RSA 91-A), the stated filer requests to see public information from Acworth 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?**

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I would like to inspect information only

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

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

*Upon submission of this form, a Town of Acworth 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 information that is available via electronic format (i.e., Microsoft Word, Adobe .pdf, .jpg). **However, all printed documents will cost the requester \$1.00 per page**, and presented to the requester as a hard-copy. The town representative will inform the requester of the number of documents and cost and must receive permission from the requester before proceeding.*

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

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I would like hard copies held for me at Acworth Town Office

***There is a charge of \$1.00 per hard copy page, payable upon completion. Upon receipt of this request, a Town of Acworth 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 regarding this Right-To-Know request, please contact the Acworth Town Office between 8:00 a.m. to 1:00 p.m. Monday, Tuesday, Thursday and 10:00 a.m. to 4:00 p.m. Wednesday.***

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

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

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Mail, email or hand deliver this completed form to: Town of Acworth,  
Town Administrator, POB 37, 13 Town Hall Rd, Acworth, NH 03601  
Phone: 603-835-6879 | Email: [townoff@sover.net](mailto:townoff@sover.net)