



PUBLIC RECORD REQUEST FORM

Thank you for your request. Public records are available within 144 hours of a meeting and usually are available sooner. If the record is confidential and exempt from disclosure, you will be notified within those 5 days; however, the law allows 5 business days to comply with a request from the date requested.

I, _____ of _____

_____ am making a request for the following public records described as _____

_____ (date)

_____ (Signature)

FOR CITY USE

Department _____

Released on _____ By: _____

_____ Record unable to be disclosed due to the following non-public session or exemption under RSA 91-A:5. _____

_____ Person notified of exemption on _____

_____ The record is in archives and is being researched. It will be sent to you as soon as possible.