

**TOWN OF ASHLAND, NH PROCEDURES FOR RESPONDING TO A
REQUEST FOR INFORMATION PURSUANT TO RSA 91-A**

Adopted by the Ashland Board of Selectmen on April 17, 2014

1. This policy is being adopted to assist the Town in compliance with the Right to Know law's spirit of openness in the conduct of public business, while recognizing that there are certain categories of documents that are exempt because of confidentiality concerns or other statutory reasons. The Town Administrator is the individual responsible for overseeing compliance with the provisions of RSA 91-A and the Town's Procedures.
2. All persons seeking to examine or copy public documents should be requested to put the request in writing, hopefully on the form supplied by the Town. While the Town doesn't have the authority to insist that it be in writing it should be explained that putting it in writing helps both the Town and the person making the request to reduce the possibility of miscommunication.
3. All requested documents must be provided, or access to them provided, immediately if possible.
4. If it is not possible to fulfill the request immediately, the records must be made available within five (5) business days, or the Town Administrator shall either deny the request in writing with the reasons for the denial or acknowledge in writing that the request has been received and inform the requester as to how much time will be needed to comply with the request.
5. Current workload/office tasks permitting, Town employees will provide copies of the requested documents. A requester may have access to the appropriate file, UNLESS the material contains information that is not subject to disclosure; in which case, the material would be copied and appropriately redacted for the requester.
6. Unless requesting a document for which the law requires a specific fee, such as a birth certificate; the Town will charge \$1.00 per page for copying, whether the town staff or the requester makes the copy on the town's copy machine. If it appears that the number of requested copies will be large then the requester will be asked to pay a 50% deposit.
7. The date and time the request was received shall be noted on the request, and either a detailed list of the documents produced or copies of the documents themselves attached to the request prior to the fulfilled request being appropriately filed.
8. All requests shall be reviewed by the Town Administrator to ascertain what items need to be redacted (if any).
9. Administrative Assistant shall maintain a separate file for requests under RSA 91-A.