

TOWN OF HILL
SELECT BOARD
RIGHT TO KNOW POLICY

The Town of Hill Select Board has adopted the following Right to Know Policy to assist both individuals and Town personnel regarding Right to Know requests.

All Right to Know requests shall be made using the Town's Right to Know Request Form. All requests shall be mailed or emailed to the Town, at the attention of the Administrative Assistant/Custodian of Records of the Select Board, to the following address:

Attn: Custodian of Records Town of Hill Board of Selectmen
30 Crescent Street
Suite 1
Hill, NH 03243

OR emailed: hillselectmen@comcast.net

The Select Board's Administrative Assistant will first review the request. If the governmental record is immediately available for inspection and copying, then the requestor will be so notified. If the governmental record is unavailable for immediate inspection and copying, the Administrative Assistant will provide an initial response within five (5) business days of the request with one of three (3) responses:

- (1) providing the responsive documents;
- (2) denying the request with written reasons; or
- (3) acknowledging the request and providing a reasonable amount of time necessary to review the request, collect documents (if any exist) and determine if any 91-A:5 exemptions apply.

If the Administrative Assistant has questions as to the request, he or she will notify the requestor, in writing, that it will be taken up by the Select Board at the next meeting, providing the requestor the date for the next Select Board meeting.

There is a fee for individuals to make hard copies using the Town's copy machine, the fee is \$0.25 per page. The requestor taking a photo of the document is acceptable at no cost, however the requestor may not remove the requested information from the place of origin. If a resident provides the Town with an unopened, new flash drive, there is no fee to download documents. If the Town is providing the flash drive, the fee will be the actual cost of the flash drive. For inspection only, there is no fee.

When the records are ready, and all fees associated with the request have been paid, a Town representative will contact you. Please note that the Town is closed for business on Fridays.

All Right to Know requests will be processed in accordance with the requirements of RSA 91-A. If you have any questions regarding this Policy, please contact Selectmen Administrative Assistant; email hillselectmen@comcast.net; phone 603.934.1049; during regular business hours.

Signature of Individual Accepting Request

Date

FOR TOWN OF HILL REPRESENTATIVES ONLY

____ Request was denied under the following exemption: _____.

____ Request was fulfilled on the following date: _____.

Signature of Town Representative

Date