



Winchester, New Hampshire
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(603) 239-4951

Request for Access to a Governmental Record

PLEASE COMPLETE THE FOLLOWING:

I _____, hereby request access under
Print full name

NH RSA 91-A to the following governmental record.

Record Date: _____ Records Name: _____

Signature _____ Request Date: _____

Mailing address: _____

Email address: _____

Telephone # _____

IN ACCORDANCE WITH RSA 91-A, THE TOWN WILL DETERMINE WHETHER THE REQUESTED GOVERNMENTAL RECORD IS AVAILABLE FOR PUBLIC INSPECTION. UPON SUCH DETERMINATION IT SHALL, WITHIN 5 BUSINESS DAYS OF THE DATE OF REQUEST, MAKE THE RECORD AVAILABLE, DENY THE REQUEST IN WRITING WITH SPECIFIC REASONS, OR ACKNOWLEDGE THE RECEIPT THE REQUEST WITH STATEMENT OF THE TIME REASONABLY NECESSARY TO DETERMINE WHETHER THE REQUEST WILL BE GRANTED OR DENIED.