**562 Winterbrook Road, Campton, NH 03223**
**Phone: (603) 726-3082 | Fax: (603) 726-8611**
**www.waterville-estatesnh.gov**

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**Right-To-Know Information Request Form**

**REQUESTER INFORMATION:**

Name: _____ Date of Request: _____/_____/_____

Address: _____

Phone #: _____ Email Address: _____

**DIRECTIONS:** Please describe the records or information sought with enough detail for WEVD to respond to your request. Be as specific as you can about the records or information that you are seeking. If possible, include name(s), location(s), and date(s).

Pursuant to the Right-To-Know law (RSA 91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

_____

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_____

**AVAILABILITY:** Records must be available during business hours at the premises of the public body. If not immediately available, WEVD to respond in writing within five (5) business days with: (1) record will be provided, (2) request denied including reasons, or (3) additional time is needed to determine whether request shall be granted or denied, with estimate of time reasonably necessary to make such determination and the reason for the delay. RSA 91-A:4.

**THIS PAGE IS FOR OFFICE USE ONLY**

Date Received: _____ File #:_____

WEVD staff receiving request: _____

_____

This request was received as follows:

- ☐ WEVD RTK Form
- ☐ Verbal Request
- ☐ Email
- ☐ Other written form
- ☐ Received from a WEVD officer/employee/volunteer

**REQUEST/REPLY GRANTED:**

☐ We have received your request for information and will attempt to respond within _____ business days of the receipt of your request.
If the request extends beyond five (5) business days, the following is the reason for the delay is:

_____

_____

_____

☐ Attached is/are the document(s) we have found that address your request.

☐ Document (s) is/are available for your review in the office. Please make an appointment with WEVD General Manager or Assistant General Manager at (603) 726-3082

**REQUEST/REPLY DENIED:**

☐ The document contains sensitive information pertaining to internal personnel practices

☐ The document contains sensitive information related to medical, welfare of a person related to WEVD

☐ The document contains confidential, commercial or financial information, or any other record whose disclosure would be an invasion of privacy

☐ The document you request is protected under attorney client privilege

☐ The document you request is a matter of a non-public session and is at sealed at this time

☐ We do not have documents that address your request

☐ Notes or material made for personal use without a relationship to WEVD business

☐ Preliminary drafts, notes, memos and other records not in their final form and not disclosed or available to a quorum of a WEVD public body