

Plaistow Public Library Board of Trustees

85 Main Street Plaistow, NH 03865

Request for Government Records

l,	, request from the Plaistow Public Library the	
following government records/ information	on under NH RSA 91-A ("Right To Know" law):	
Purpose of Request (optional):		
·	respect to the information being sought (type of may respond as promptly as possible. Please use the is needed.	
Request submitted by:	Email:	
Printed Name:	Phone #:	
Date and time of request:	Address:	
Flash drive provided:	Town/State/Zip:	
(Staff use)		
	on	
Date and time of completion:		
Specific documents provided:		
Information returned by email, flash drive	e, paper copy, other ()	
Preparation Time:	Fee:	
Signature:	Name:	

Document Fee Schedule

All fees must be paid prior to delivery of requested information

in-Person inspection of Physical Documents	No lee
Delivery of Electronic Documents (USB or email) (already in digital format)	No fee
Photocopies of Existing Physical Documents	\$1.00 per page
Delivery of Electronic Documents (converted from paper format)	\$1.00 per page
Fee for Research & Compilation	\$25.00 per hour
Fee for Redacted Documents	\$25.00 per hour
Additional Notes	