

**REQUEST FOR RECORDS**  
**PURSUANT TO RSA CHAPTER 91-A**  
**(NH RIGHT-TO-KNOW LAW)**

To facilitate processing your request for public records under RSA Chapter 91-A, please complete and return this form to:

Lakes Region Planning Commission  
Attention: Records  
103 Main Street, # 3  
Meredith, NH 03253

**PART I.** Instructions. Please state your name, mailing address, telephone, and e-mail address so we can contact you if any questions arise during the course of our search for the records you have requested, so we can notify you of any required advance payment of fees (see Part III below), and/or so we can inform you when our search is complete.

Name (Please Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Number or P.O. Box Apt. No. (if applicable)

\_\_\_\_\_  
City/Town State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Number

E-Mail Address: \_\_\_\_\_

**PART II.** Instructions. To facilitate our search, please identify the record(s) that you are requesting as specifically as possible (for example, “the minutes of the LRPC’s Executive Board’s October 2012 meeting,” or “all studies of State highway surface conditions in the Lakes Region conducted in the past three years”).

Description of Records Sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_. (Use extra sheet if necessary.)

**YOUR REQUEST IS SUBJECT TO FEES ITEMIZED IN PART III BELOW.**

**PART III.** By making this document request, you agree to pay the cost associated with providing a copy of the requested record(s). When research by a LRPC employee is not required, the requester will be charged a copying fee of \$0.25 per page (black and white copy). When it is necessary for an LRPC employee to search for, compile, and/or redact the requested record(s), then the cost associated with providing a copy of the requested record(s) will be calculated at a rate of \$50.00 per hour.

Please note that the LRPC may require a down payment of up to \$25.00 before commencing a search. In the event that actual costs are less than the down payment, the difference will be refunded to you when the documents are available. When the costs are more than the down payment, the balance will be due to LRPC when the documents are available.

All fees are immediately due and payable when invoiced and must be paid in cash or by check. Payment by credit or debit card cannot be accepted. Documents will not be released until full payment has been received. LRPC will charge an additional fee of \$35.00 for any returned payment check.

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**FOR LRPC OFFICIAL USE ONLY**

**PART IV.** Date Requesting Party was contacted by LRPC: \_\_\_\_\_

Purpose of Contact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copying charges: \_\_\_\_\_ pages @ \$0.25 / page = \$ \_\_\_\_\_ Paid: \_\_\_\_\_

Down payment: \$ \_\_\_\_\_ Paid: \_\_\_\_\_

Actual costs: \$ \_\_\_\_\_ Balance Due: \_\_\_\_\_

Balance Paid or Refunded: \_\_\_\_\_

This Part IV was completed by (insert name of LRPC employee) \_\_\_\_\_

\_\_\_\_\_ on (insert date) \_\_\_\_\_