



# THE CITY OF NASHUA

Office of The Records Administrator

DEC 23 PM 4:51

"The Gate City"

December 23, 2024

Ms. Laurie Ortolano  
41 Berkeley Street  
Nashua NH 03064

Via email only to: [Laurieortolano@gmail.com](mailto:Laurieortolano@gmail.com)

RE: RTK Request received Thursday December 19, 2024 at 4:34pm.

Dear Ms. Ortolano,

The City is in receipt of your request dated Thursday December 19, 2024 at 4:34pm, under NH RSA 91-A, the "Right-to-Know" law directed to the Records Administrator and the City Treasurer. This response is on behalf of both individuals to whom it was directed.

The request is for:

*"Reviewing the Resolution language of R-23-142, the analysis section states that RSA 31:19-a, 1 requires an annual accounting and report of the fund's activities. Under RSA 91-A, please provide the record for the 2023 and 2024 Annual accounting reports created to meet this statutory requirement. Please provide records showing who received this report and the completion date."*

Response:

RSA 91-A if a public body or agency is unable to make a governmental record available for immediate inspection and copying the public body or agency shall, within 5 business days of a request: Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay. (RSA 91-A:4, IV (b), (3)).

The City requires additional time to search for records and to review for any applicable exemptions. As such, given the on-going work of the City, staff schedules, Christmas Holiday, New Year Holiday and the requirement of multiple departments required to conduct a reasonable search for records, review for applicable exemptions, and review for applicable redaction. We will respond on or before January 24, 2024.

Sincerely,

/s/ Gary Perrin

Records Administrator

cc: Director Cummings  
Dawn Enwright  
RTK2024- 376AS