

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

Right-To-Know Information Request Form

REQUESTER INFORMATION:

Name:	Date of Request:/
Address:	
Phone #:	Email Address:
respond to your request.	describe the records or information sought with enough detail for WEVD to Be as specific as you can about the records or information that you are seeking. e(s), location(s), and date(s).
	o-Know law (RSA 91-A), I am requesting public access, within 5 business days, ords reasonably described as follows:

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	☐ Other written form		
☐ Verbal Request	☐ Received from a WEVD		
☐ Email	officer/employee/volunteer		
REQUEST/REPLY GRANTED:			
business days of the receipt of your request	tion and will attempt to respond within the sess days, the following is the reason for the delay is:		
☐ Attached is/are the document(s) we have for	ound 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	The document contains sensitive information pertaining to internal personnel practices		
☐ The document contains sensitive information WEVD	on related to medical, welfare of a person related to		
☐ The document contains confidential, comm whose disclosure would be an invasion of process.	nercial or financial information, or any other record privacy		
☐ The document you request is protected und	er attorney client privilege		
☐ The document you request is a matter of a r	non-public session and is at sealed at this time		
☐ We do not have documents that address you	ur request		
☐ Notes or material made for personal use wi	☐ 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		

Approved 10/12/2023 RTK Request Form | 2