

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:

- | | |
|---|--|
| <input type="checkbox"/> WEVD RTK Form | <input type="checkbox"/> Other written form |
| <input type="checkbox"/> Verbal Request | <input type="checkbox"/> Received from a WEVD officer/employee/volunteer |
| <input type="checkbox"/> Email | |

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