

# Waterville Estates Village District

562 Winterbrook Road Campton, NH 03223

Phone: (603) 726-3082 | Fax: (603) 726-8611

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## Right-To-Know Information Request Form

### REQUESTER INFORMATION:

Name: \_\_\_\_\_ Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DIRECTIONS:** Please describe the records or information sought with enough detail for WEVD to respond to your request. Be as specific as you can about the records or information that you are seeking. If possible, include name(s), location(s), and date(s).

Pursuant to the Right-To-Know law (RSA 91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

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**AVAILABILITY:** Records must be available during business hours at the premises of the public body. If not immediately available, respond within five business days – provide the record, deny it in writing with reasons, or acknowledge it in writing with a note of the time needed to respond. RSA 91-A:4.

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### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

File #: \_\_\_\_\_

WEVD staff receiving request: \_\_\_\_\_

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This request was received as follows:

☐ WEVD RTK Form

☐ Email

☐ Verbal Request

☐ Other written form

☐ Received from a WEVD officer/employee/volunteer

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## THIS PAGE IS FOR OFFICE USE ONLY

File #: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

### **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:

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- ☐ 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) 726-8611

### **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