



# *TOWN OF WINDHAM, NEW HAMPSHIRE*

3 NORTH LOWELL ROAD, WINDHAM NH 03087

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## **Right to Know / Record Request Form**

(Please type or print legibly)

Requester's Name:

Email Address:

Phone:

Address:

Date of Request:

**Timeframe/estimated date of record(s):**

**GOVERNMENTAL RECORDS REQUESTED:**

Please be specific. If your request does not fit within the box, please attach a separate page.

Please see the Town of Windham's Right to Know Policy for more information.

The Town of Windham complies fully with RSA 91-A:4, the Right-to-Know Law. You will receive a response from a Town representative in no more than five business days regarding your request for production of governmental records. That response may identify that more time will be required to compile, review, and make records available for inspection.

The Town of Windham will make records available for inspection at the Town Offices. If desired, electronic records may be provided upon the submission of a factory-sealed flash drive; flash drives with uploaded records may be retrieved at the Windham Town Offices. Responsive records will not be transmitted via email or uploaded to any web portal.

If a hard copy of a record is requested, the Town will impose a copy charge will be assessed in accordance with the Town's Right to Know Policy. In addition, the Town shall charge an additional fee of \$1.00 for every electronic communication for requests that seek more than 250 electronic communications, provided that there shall be no charge for the first 250 electronic communications produced. Payment of all fees is required prior to being provided with any desired copies.

Please submit this form to [townadmin@windhamnh.gov](mailto:townadmin@windhamnh.gov), by mail to 3 North Lowell Road Windham NH 03087, or in person at 4 North Lowell Road.