



Town of Brentwood
1 Dalton Road
Brentwood NH 03833
603 642 6400

Request for Information under the Right to Know Law

Date: _____

I, _____, request the following information from the Town of Brentwood under RSA 91-A: 4, IV, "Right to Know" Access to Public Records law:

I understand that under RSA 91-A: 4, IV, the Town has five business days to furnish the request, or provide in writing why the request was denied, or provide in writing when the request will be made available. I understand that if the information requested is not in a ready-made format/file/document(s) the Town has no obligation to create the format/file/document(s).

I also understand I am responsible to pay in advance any and all fees required for supplying the request such as photocopying, tape/disc copying, postage, etc. Per the Board of Selectmen Amended and Approved on April 02, 2019 fees for an 8x11 photocopy are \$0.25 per page. Payment shall be paid to the Town in advance. Upon receipt of payment, requested information will be provided or a date certain of when request will be available.

I understand and acknowledge that signing this form is voluntary.

Signature: _____

Printed name: _____

Phone: _____ Street address: _____

City/Town, State, Zip: _____

For office use only

Date Completed: _____

Completed by: _____

Fee paid: _____