

Chapter 260
RECORDS, PUBLIC

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[**HISTORY:** Adopted by the Board of Selectmen of the Town of Raymond as indicated in article histories. Amendments noted where applicable.]

ARTICLE I
Acquisition
[Adopted 2-25-1991]

§ 260-1. Statement of policy.

It shall be the policy of the Town of Raymond that Town records be made available for public acquisition.

§ 260-2. Written request and payment.

For purposes of this policy, "public records" are those which have been placed on microfilm at a cost to the Town. Any group or private individual requesting acquisition shall first make a written request and payment to the Town of Raymond prior to the preparation of such documents.

§ 260-3. Fees.

Fees for such material shall be established by the Board of Selectmen.¹

ARTICLE II
Public's Right to Know
[Adopted 12-30-1991]

§ 260-4. Statement of policy.

- A. The Town of Raymond, as a municipal subdivision of the State of New Hampshire, is committed to the tradition of promoting openness in the conduct of its affairs.

¹ Editor's Note: The schedule of fees is on file in the Town offices.

- B. In this effort, officials of the Town will conduct the business of the Town in accordance with RSA 91-A, while at the same time protecting the individual privacy of its citizens and employees.
- C. The Town of Raymond hereby adopts a procedure outlining the process for disclosing public records.

§ 260-5. Procedure.

- A. Public records will be disclosed by the Town of Raymond in accordance with the following procedure:
 - (1) Persons wishing to inspect or receive copies of public records are requested to submit requests in writing to the Town Manager, care of the Town Office Building, Epping Street, Raymond, New Hampshire 03077.
 - (2) The Town Manager will determine whether the record requested is a public record.
 - (3) If it is determined that the record is public, any citizen may inspect such records during the regular business hours of the Town office and may make memoranda abstracts or photographic or photostatic copies of the records.
 - (4) Photocopy equipment, operated by the Town Office staff, will be available. The fee to photocopy documents at the Town Office is outlined in the Town Fee Schedule.
 - (5) Whenever access to public records is requested, Town officials will make a diligent effort to produce the record. However, Town officials are not required to create a record where one does not exist. If public information is requested in a format which does not exist, the Town is not required to create that format.
 - (6) The Town may provide a printout in lieu of the original documents, provided that it can be produced in a manner that does not reveal confidential information.
 - (7) If the requested records are not immediately available, the Town Manager, within five business days, will make the record available, deny the request in writing with reasons or furnish a written acknowledgment of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied.
 - (8) If a public record is unavailable for a limited time because of its removal for use by a Town official in discharging his/her official duties, this is not a violation of the requirement that public records be available for inspection and copying.
 - (9) Although not mandated by statute to provide information at its labor and expense, Town officials, however, will assist citizens in obtaining information whenever it is reasonable to do so.
 - (10) In accordance with RSA 91-A, public records stored in computers shall be available in the same manner as records stored in public files, except that access to

PUBLIC'S RIGHT TO KNOW
POLICY

The Town of Raymond as a municipal sub-division of the State of New Hampshire is committed to the tradition of promoting openness in the conduct of its affairs.

In this effort, officials of the town will conduct the business of the town in accordance with RSA 91-A, while at the same time protecting the individual privacy of its citizens and employees.

The Town of Raymond hereby adopts a procedure outlining the process for disclosing public records.

Adopted: Raymond Board of Selectmen
December 30, 1991

PUBLIC'S RIGHT TO KNOW
PROCEDURE

Public records, will be disclosed by the Town of Raymond in accordance with the following procedure:

1. Persons wishing to inspect or receive copies of public records are requested to submit requests in writing to the Town Manager c/o Town Office Building, Epping Street, Raymond, NH 03077.
2. The Town Manager will determine whether the record requested is a public record.
3. If it is determined that the record is public, any citizen may inspect such records during the regular business hours of the town office and may make memoranda abstracts, photographic or photostatic copies of the records.
4. Photocopy equipment, operated by the Town Office staff will be available. The fee to photocopy documents at the Town Office is outlined in the Town Fee Schedule.
5. Whenever access to public records is requested, town officials will make a diligent effort to produce the record. However, town officials are not required to create a record where one does not exist. If public information is requested in a format which does not exist, the town is not required to create that format.

Right to Know Cont.

6. The Town may provide a printout in lieu of the original documents, provided that it can be produced in a manner that does not reveal confidential information.
7. If the requested records are not immediately available, the Town Manager within five business days will make the record available, deny the request in writing with reasons, or furnish a written acknowledgment of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied.
8. If a public record is unavailable for a limited time because of its removal for use by a town official in discharging his/her official duties, this is not a violation of the requirement that public records be available for inspection and copying.
9. Although not mandated by statute to provide information at its labor and expense, town officials, however will assist citizens in obtaining information whenever it is reasonable to do so.
10. In accordance with RSA 91-A, public records stored in computers shall be available in the same manner as records stored in public files, except that access to work papers, personnel data and other confidential information shall not be made available.

NOTE: This procedure does not include access to records maintained by the Town Clerk/Tax Collector. This information may be obtained through the Town Clerk/Tax Collector.

Adopted: Raymond Board of Selectmen
December 30, 1991

TOWN OF RAYMOND
RAYMOND, NEW HAMPSHIRE

ACQUISITION OF PUBLIC RECORDS

IT SHALL BE THE POLICY OF THE TOWN OF RAYMOND THAT TOWN RECORDS BE MADE AVAILABLE FOR PUBLIC ACQUISITION.

FOR PURPOSES OF THIS POLICY, "PUBLIC RECORDS" ARE THOSE WHICH HAVE BEEN PLACED ON MICROFILM AT A COST TO THE TOWN. ANY GROUP OR PRIVATE INDIVIDUAL REQUESTING ACQUISITION SHALL FIRST MAKE A WRITTEN REQUEST AND PAYMENT TO THE TOWN OF RAYMOND PRIOR TO THE PREPARATION OF SUCH DOCUMENTS.

FEES FOR SUCH MATERIAL SHALL BE ESTABLISHED BY THE BOARD OF SELECTMEN. (SEE ATTACHED SCHEDULE)

Lucy L. Paradise
Roberta Johnson

Michael J. ...

ADOPTED 2/25/91
DATE

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