

## **Right-to-Know (RTK) Request Form – Town of Londonderry, NH**

Pursuant to the New Hampshire Right-to-Know Law (RSA 91-A), the following individual requests public access to governmental records:

Requester's name: \_\_\_\_\_

Email address and/or phone number: \_\_\_\_\_

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

Date of request: \_\_\_\_\_

**Describe the records requested from the Town of Londonderry with enough detail for the Town to locate and respond to the request:**

**Timeframe in question (required):**

From: \_\_\_\_\_ To: \_\_\_\_\_

*While state law does not require a written Right-to-Know request, written requests assure all parties have a verifiable copy of the request, and there is no ambiguity as to what is being requested. If you choose not to fill out this form, a staff member will do so on your behalf. If you have any questions or concerns regarding this Right-to-Know request or the process in general, please reach out to Kirsten Hildonen, Administrative Support Coordinator, at 603-432-1100 x153 or [khildonen@londonderrynh.org](mailto:khildonen@londonderrynh.org).*

*The Town of Londonderry reserves the right to require an appointment to review all physical documents found responsive to Right-to-Know requests. If, after reviewing the documents, the requester would like electronic or printed copies, they can request copies be made.*

***Photocopies** will be provided at the cost of \$.50/page for the first ten (10) pages of a document, and \$.10/page for each page of that document thereafter, payable upon completion. Photocopies may be picked up in person at Town Hall or shipped (**USPS shipping charges will apply**). The Town will inform the requester of the total cost and receive permission before proceeding.*

*All charges must be paid in the Town Clerk's office before documents will be delivered.*

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Email, mail or hand-deliver this form to:

Town of Londonderry  
ATTN: Right-to-Know  
268B Mammoth Road  
Londonderry, NH 03053  
[rtkrequest@londonderrynh.org](mailto:rtkrequest@londonderrynh.org)

*(Requests sent directly to departments will be forwarded to this email for fulfillment and tracking.)*