



Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

REQUEST FOR ACCESS TO A GOVERNMENTAL RECORD

PLEASE COMPLETE THE FOLLOWING:

I _____, hereby request access under NH RSA 91-A to the following governmental record.

Print full name

Record Date: _____ Record Name: _____

Signature: _____ Request Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

IN ACCORDANCE WITH RSA 91-A, THE CITY WILL DETERMINE WHETHER THE REQUESTED GOVERNMENTAL RECORD IS AVAILABLE FOR PUBLIC INSPECTION. UPON SUCH DETERMINATION IT SHALL, WITHIN FIVE (5) BUSINESS DAYS OF THE DATE OF THE REQUEST, MAKE THE RECORD AVAILABLE, DENY THE REQUEST IN WRITING WITH SPECIFIC REASONS, OR ACKNOWLEDGE THE RECEIPT OF THE REQUEST WITH A STATEMENT OF THE TIME REASONABLY NECESSARY TO DETERMINE WHETHER THE REQUEST WILL BE GRANTED OR DENIED.