



TOWN OF GRANTHAM NEW HAMPSHIRE

OFFICE OF THE SELECTMEN
300 Route 10 South, Grantham, NH 03753
Phone: 603-863-6021
www.granthamnh.net

Right-To-Know-Request Policy

The Town of Grantham, NH requires that an original written request be provided for access to governmental records made under NH RSA Ch. 91-A and be submitted to the Town Clerk/Tax Collector's Office for processing. Requests made via email or through the "Contact Us" section of our website will not be accepted.

The Town of Grantham operates under the following principles:

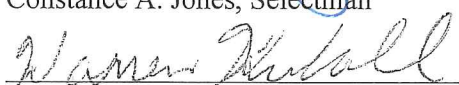
- Openness in the conduct of public business is essential to a democratic society to ensure both the greatest possible public access to the actions, discussions, and records of all public bodies and their accountability to the people.
- Allowing the public to inspect, during regular business hours and at the appropriate department location, all public governmental records, and copies except those records that are temporarily unavailable or are specifically exempted by law.
- The public must reasonably describe the record being requested.
- The public does not have to offer a reason or demonstrate a need to inspect a record.
- The Town is not required to create a record that does not exist or compile data to create a record in a specific format requested. Records that are exempt from public access are cited under various NH laws and will not be provided.
- Written requests for governmental records, which reference right-to-know or NH RSA Ch. 91-A, received by the Town of Grantham are to be administered through the Town Clerk/Tax Collector's Office in coordination with the Town Administrator and appropriate department.
- Although the Town of Grantham is not required to respond to requests under the Freedom of Information Act (FOIA), which applies only to Federal Governmental Agencies, requests cited under this Federal law will be treated as a right to know request and forwarded to the Town Clerk/Tax Collector's Office for processing.
- The fee for copies is .50 cents per page.

Adopted this 9 day of June 2021.

Town of Grantham
By its Board of Selectmen


Peter H. Garland, Chair


Constance A. Jones, Selectman


G. Warren Kimball, Selectman