



Office of the City Clerk  
3 Washington Street  
Keene, NH 03431  
Tel: 603-352-0133 ext. 002  
Fax: 603-283-5672

### REQUEST FOR ACCESS TO A GOVERNMENTAL RECORD

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 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 WRITTEN STATEMENT OF THE TIME REASONABLY NECESSARY TO DETERMINE WHETHER THE REQUEST WILL BE GRANTED OR DENIED.

PLEASE COMPLETE THE FOLLOWING:

I \_\_\_\_\_, hereby request access under NH RSA 91-A to the following governmental record.  
Print full name

Record Date:	Records Name:
For a Police Record involving a person: Name of individual:	Date of Birth of the individual:

Signature \_\_\_\_\_

Request Date: \_\_\_\_\_

Requested File Format:  
Paper      Audio

Mailing address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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

Telephone # \_\_\_\_\_

<b>City Clerk's Office Use Only:</b>	
Received By: _____	Completed By: _____
Date Received: _____	Date Completed: _____
Method Received: By Hand    Mailed    Inter-Office (Circle One)	Method of Completion: By Hand    Mailed    Disc (Circle One)