

Rockingham County

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Rockingham County has implemented a form for the public to request government records, aiming to streamline documentation and processing. This effort ensures transparency while respecting exemptions and privacy rights under RSA 91-A (New Hampshire Right to Know Law), FOIA (Freedom of Information Act, (to the extent applicable)), and other relevant statutes and court rulings.

Requests:

While a written Right to Know request is not mandated by law, it is beneficial as it provides all parties with a record of your request. You may submit your request in any format you prefer; however, using this form will aid in documenting and processing your request.

We will respond to your records request within the timeframe required by applicable law. If we cannot complete your request within that timeframe, we will respond with an estimated time to complete. If your request is complex or highly burdensome in scope, we may ask for clarification or a mutual agreement to narrow the scope. This will allow us to respond more effectively and efficiently.

Review:

All requested records will be reviewed prior to scheduling your inspection to ensure that you are requesting a public record and/or information which is not exempt from disclosure. Depending on the nature of the exempt information and its presence in the public record it may require redaction of exempt information or prohibit disclosure of a particular document. This legal compliance process may take extra time. We take your requests and our obligations seriously and appreciate your understanding.

Inspection of records:

A representative from our office will contact you to schedule your inspection of the relevant governmental records during regular business hours, excluding holidays. A County representative will be present throughout the inspection.

Fees and other charges:

Inspecting records at the County is free. However, if you want copies, the following fees apply and must be paid by check or money order before release. Electronic information is provided only on a USB flash drive supplied by the County, at the cost of the device. Photocopies incur fees: \$1.00 for the first page and \$0.25 for each additional page. Records must be picked up at the County office and will not be emailed or mailed.

Date of Request: _____

Requestor's Name: _____

Agency: _____

Telephone: _____

Records requested:

For County Use Only

Date Request Received: _____

Date Request Completed: _____

Scheduled Date for Inspection: _____

Printed Name: _____ Signature _____

Flash Drive \$ _____ (actual cost)

Paper Copies \$ _____ (\$1 for 1st page, \$0.25/page following)

Total Due: \$ _____

Payment method and amount received: _____