



Plaistow Public Library
Board of Trustees
 85 Main Street
 Plaistow, NH 03865

Request for Government Records

I, _____, request from the Plaistow Public Library the following government records/ information under NH RSA 91-A (“Right To Know” law):

Purpose of Request (optional): _____

** Please be as specific as possible with respect to the information being sought (type of records, dates, etc.) so that the Library may respond as promptly as possible. Please use the other side of this form if additional space is needed.*

Request submitted by: _____

Email: _____

Printed Name: _____

Phone #: _____

Date and time of request: _____

Address: _____

Flash drive provided: _____

Town/State/Zip: _____

 (Staff use)

Request received by: _____ on _____

Date and time of completion: _____

Specific documents provided: _____

Information returned by email, flash drive, paper copy, other (_____)

Preparation Time: _____ Fee: _____

Signature: _____ Name: _____

