

### Hudson New Hampshire's Right To Know (RTK) Request Form

Pursuant to the Right to Know Law (NH RSA. 91-A), I am requesting public access, within five business days, to the governmental records reasonably described as follows.

**Name of the Public Body associated with request**

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**Describe the records sought with enough detail for the public agency to respond.**

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**Timeframe in question**

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

**Person Making the Request:**

Name: \_\_\_\_\_ (Print)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ (optional)

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**For town hall employees only**

Name of Governmental Agent: \_\_\_\_\_ (Print)

Signature of Governmental Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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If requested information is available; I have chosen to receive it by

- A link to a web address of online directory has been provided
- Printed physical copy (Fees can apply)
- Digital copy loaded on TOWN PROVIDED USB Hard Drive (Fees can apply)
- Digital copy loaded on PERSONAL USB Hard Drive (Preferred choice for large requests)  
*Note: Said USB drive will be fully formatted by IT for security purposes*
- Digital copy E-Mailed to me at the contact listed above (Size limited)
- Physically inspect applicable documents at a town of Hudson facility
- Sent to me via U.S.P.S. mail to: \_\_\_\_\_  
(Fees can apply) \_\_\_\_\_

The undersigned has acknowledged that their request has been completed in full and they are in receipt of the requested information upon signing this acknowledgment.

Signature of Receiver: \_\_\_\_\_(Sign)