

CARROLL COUNTY RIGHT TO KNOW POLICY (RSA 91-a)

Purpose: The purpose of this policy is to empower the citizens of Carroll County by ensuring the timely provision of information necessary to effectively participate in the democratic process. The Board of Commissioners is committed to conducting the business of county government openly and transparently, within the parameters of the law, in order to ensure the greatest possible access and accountability to the people of the County.

Procedure: This shall be the procedure for filing requests with any agency in County government for the inspection and/or copying of governmental records under New Hampshire's Right-to-Know Law, RSA 91-A. It is the policy of the County to facilitate public access to existing governmental records, as governmental records are defined under RSA 91-A, and where such access is required under RSA 91-A. However, the County is not required to create records of any kind or to compile lists, graphs, or other documents to answer questions or to satisfy such a request.

Any person may ask to inspect governmental records. Requests for the inspection of governmental records shall be directed to the Board of Commissioner's Administrative Assistant or his/her designee, located in the Commissioner's Business Office at 95 Water Village Road in Ossipee, NH. The Business Office has normal business hours, which are 8:00 a.m. – 4:00 p.m., Monday through Friday, excluding holidays. Due to the varying nature and time restrictions of tasks performed by the Business Office, it is always suggested, but not necessary, to call ahead or to schedule an appointment. The place of inspection shall be the place where the document is located, unless the Commissioners or their designee determines that another place of inspection is more appropriate.

How to Make a Request

Requests under the Right-to-Know Law (RSA 91-a) may be made verbally or submitted in writing. Electronic requests may be sent in via the County's website using the "Send Us Comments" button, or through the Commissioner's email at commissioners@carrollcountynh.net.

- A. The Right-to-Know law does not require a person making a request to identify him or herself, and imposes no restrictions on the use of the information being disclosed. However, persons submitting a request via email or the County's website must include return contact information in order to receive a response.
- B. Requests under the Right-to-Know law are not required to be made in writing; however the County may ask for the request in writing for the sake of clarification.

II. Response to Request

A. Log of Requests

The County shall keep a written log of all Right-to-Know requests received in written form, electronically, or verbally. The purpose of this log is to allow the County to keep a record of the documents being requested, the responses made to the requests, and the dates of the requests and responses. If a person declines to identify him or herself, the Administrative Assistant or his/her designee shall enter into the log the date of the request and a brief description of the specific records being requested.

B. Response Procedure When Governmental Records are Subject to Disclosure Under RSA 91A and Immediately Available

Governmental records which are subject to disclosure under RSA 91-A, and which are immediately

available will be provided for inspection upon request whenever possible. When this occurs, the log entry should record what documents were inspected and/or which were copied.

1. The Administrative Assistant or his/her designee will ask the requestor to wait while the records are made available.
2. The Administrative Assistant or his/her designee will provide only a copy for inspection if one is available, not an original.
3. Where a copy does not exist and an original is required for inspection, handling of the original document shall be monitored closely at all times by staff.
4. Single copies of single page documents may be made upon request for a fee of \$.75 per document. Multi-page documents will incur a higher fee, and may require additional time

C. Response Procedure When Governmental Records are not Immediately Available

Often, governmental records may not be immediately available because, among other reasons, they are: a) already in use; b) must be reviewed or redacted; or c) must be reviewed further by legal counsel prior to a determination concerning disclosure.

In any such case, the reason for a delay will be relayed to the requesting party, and entered into the log. Upon determination that the governmental record/s being sought is available for disclosure under the law, the requested governmental record/s will be made available for inspection within five (5) business days. If a public official is not sure that he/she has responsive documents, or if it is not possible to gather the requested governmental records within five (5) business days, then the County's response must inform the requester when the County reasonably expects to be able to complete the retrieval and review necessary to determine if the record/s exists, whether the record/s are subject to disclosure, and when the process is expected to be complete. (RSA 91-A:4(IV))

In the event records are not subject to RSA91-A or are exempt from disclosure under RSA 91-A, the requestor will receive a response in writing with the reasons for denial of access to the governmental record, provided the requestor's identity and mailing information has been provided. If a requested record has been destroyed or lost, the County shall so notify the requestor.

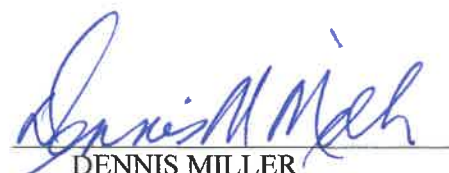
If, for practical reasons, the County is unable to copy a requested governmental record, the Business Office will make arrangements with public or private facilities outside the County. The County shall collect from the requestor the fee for the actual cost of the copy, or the requestor may choose to pay the cost of the reproduction directly to the copying facility.

If the requestor requests that a copy be mailed, the requestor will be charged the actual costs of postage or delivery and must prepay those costs.

Approved and adopted into practice this 4 day of February, 2015, by unanimous vote of the Carroll County Board of Directors.


DAVID SORENSEN
Chairman


DAVID BABSON
Vice-Chairman


DENNIS MILLER
Clerk