BOARD OF SELECTMEN

"THE RECREATION CENTER OF NEW HAMPSHIRE"

Document Fee Schedule

(per RSA 91-A)

Be it known by all persons present, the Gilford Board of Selectmen hereby approves the following amended fee schedule for public documents effective immediately, as of the date noted below:

Certified/Notarized Copies (per page):

8.5" x 11"	= $ 3.00
8.5" x 14"	= $ 3.10
11" x 17"	= $ 3.25

Electronic Documents:

per page (PDF format)	= $ 0.25 (plus additional costs per copy if applicable)
faxes	= $ 2.00 (per page)
audio/video	= $ 5.00 (per email up to 20mb)
audio/video	= $ 10.00 (per flash drive provided by the Requestor)
audio/video	= $ 20.00 (per flash drive provided by the Town)
audio/video	= $ 10.00 (per CD/DVD provided by the Requestor)
audio/video	= $ 12.00 (per CD/DVD provided by the Town)
digitized tax maps	= $250.00 (per flash drive provided by the Requestor)
digitized tax maps	= $260.00 (per flash drive provided by the Town)

Photocopies:

8.5" x 11"	= $ 0.50 (per b/w page – add $0.50 for color)
8.5" x 14"	= $ 0.60 (per b/w page – add $0.60 for color)
11" x 17"	= $ 0.75 (per b/w page – add $0.75 for color)
oversized/maps	= $ 10.00 (plus outside vendor costs)

Public Safety (Police & Fire-Rescue) Incident Reports:

per page	= $ 2.50 (all formats, including electronic)
audio/video	= $ 10.00 (per CD/DVD provided by the Requestor)
audio/video	= $ 12.00 (per CD/DVD provided by the Town)
audio/video	= $ 10.00 (per CD/DVD provided by the Requestor)
audio/video	= $ 20.00 (per CD/DVD provided by the Town)

Street Maps	= $ 1.50 (each)

Tax Bill Statements

property owner	= $ 0.00 (no charge)
non-property owner	= $ 1.00 (per page)

Tax Cards

property owner	= $ 0.00 (no charge)
non-property owner	= $ 1.00 (per page)

Voter Checklist (per RSA 654:31)

Given under our hands on this 23rd day of May, 2012, by the Gilford Board of Selectmen. ATTEST:

Gus Benavides, Chair

J. Kevin Hayes, Vice-Chair

John T. O'Brien, Clerk

RSA 91-A:4,IV Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. If a public body or agency is unable to make a governmental record available for immediate inspection and copying, it shall, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. If a computer, photocopying machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the public body or agency. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

RSA 91-A:4,VII Nothing in this [state law] shall be construed to require a public body or agency to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency.