

**CHAPTER 174  
RIGHT TO KNOW**

**§ 174-1. Compliance with Freedom of Information Act.****§ 174-2. Financial Records.****§ 174-3. Non Financial Public Records****§ 174-4. Copy Fees.****§ 174-5. Research Fees.****§ 174-6. Assessing Item Fees.****§ 174-7. Faxing/Emailing Fees.****§ 174-8. Other Fees**

**[HISTORY: Adopted by the Board of Selectmen of the Town of Peterborough 5-04-1993, amended 06-21-05, 05-22-07, 11-06-07. Amendments noted where applicable.]**

**§ 174-1. Compliance with Freedom of Information Act.**

To insure compliance with the Freedom of Information Act all Town records shall be made available for public scrutiny in the following manner:

**§ 174-2. Financial Records.**

Financial Records will be available at the front desk beginning the next workday after approval by the Board of Selectmen. Personal data not for public view will be blocked out as required by law.

**§ 174-3. Non Financial Public Records.**

Non Financial Public Records except for those currently in litigation or negotiation will be available upon request.

**§ 174-4. Copy Fees.**

B & W 8.5 x 11	\$.50 per page
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**§ 174-5. Research Fees.**

Non-current records	\$5.00 per quarter hour.
Current Records will not require a research fee.	

**§ 174-6. Assessing Item Fees**

Assessment Lists	
Hardcopies	\$50.00
CD-ROM	\$100.00
Deed Printing	\$4.00

**§ 174-7 Faxing/Emailing**

Faxing/Emailing any document	\$1.00 first page, \$.50 thereafter
Faxing/Emailing Tax Card	\$2.00/up to 4 pages, \$.50 thereafter (per record)

**§ 174-8. Other Fees [amended 05-22-07 & 11-06-07]**

Financial Reports, Audit, Payroll, and Technology Reports:

Hardcopies	\$50 plus cost of mailing
CD-ROM	\$75 plus cost of mailing
Electronic via email	\$100
Tax Rolls/Tax Warrants/Delinquent Tax Reports and all Utility Reports:	
Hardcopies	\$150 plus cost of mailing
CD-ROM	\$100 plus cost of mailing
Electronic via email	\$300
Manual Completion of Tax Bill Request Forms	\$25 per quarter hour plus cost of mailing
Notary Fees	\$2.00
Return Check Fee	\$25.00