



Office of the Sheriff

Rockingham County

The Rockingham County Sheriff's Office has implemented a Request for Information form (RCSO 097) to assist the public and the County with documenting requests. The Sheriff's Office seeks to balance openness and transparency with confidentiality and privacy, in accordance with RSA 91-A, the Freedom of Information Act (FOIA), and other applicable laws and Supreme Court rulings.

Requests: While state law does not require a written right to know request, written requests assure all parties have a verifiable copy of the request, and there is no ambiguity as to what is being requested. You may submit the request in a format of your choosing or on this form. Sheriff's Office staff may use form RCSO 097 to document a verbal request.

All requests for information will be referred or forwarded to the Major or Chief Deputy. The intent is that there is one point of contact for our office and one point of information dissemination. The request may be delegated to another member of the command staff.

Review: All records requests must be reviewed prior to release or inspection to ensure that all exempt information has been redacted. Such information includes documents exempt from disclosure under RSA 91-A:5, the Freedom of Information Act (FOIA), or any other confidential record that would constitute an invasion of privacy or jeopardize the safety or security of an individual.

Inspection of records: A representative from the Sheriff's Office will contact the requestor to schedule a mutually agreed upon time at the Sheriff's Office to inspect any governmental records that meet the criteria of the request. This appointment must be during regularly scheduled business hours, excluding holidays, Monday through Friday between the hours of 8:00am and 4:00pm. A Sheriff's Office representative shall be present during the entire inspection.

Fees and other charges: There are no fees to inspect records at the Sheriff's Office. However, should the requestor wish to receive copies after inspection, the following fees will apply and must be paid prior to the release of records. Information provided in an electronic format is to be provided only on a USB flash drive provided by the County at the actual cost of the device plus the per page cost that are the same as paper photocopies. Each page whether electronic or physical shall be assessed the reproduction fees. Paper photocopies and electronic copies will be \$1.00 for the first page, and \$0.25 per additional page. Postage fees may apply if the documents are to be mailed to the requestor for eligible reports. Postage fees are subject to the US Postal Service rates. Records will not be emailed to any party. Motor vehicle accident reports are \$10.00.



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Rockingham County

Name & Title (optional): _____

Agency (optional): _____

Telephone (optional): _____

Email or mailing address (optional): _____

Nature of request:

Tape/CD Transcript Arrest Incident Offense Other Accident

Incident data (give as much information as possible including date, time(s), agencies/individuals, nature of incident):

Reason for request (optional):

Approved Public Safety Agency Certification

I certify that this information will be utilized in conduct of official business of my agency and for the sole and express purpose(s) outlined above. I fully understand that any other use or disclosure may expose me and my agency to legal and criminal liability.

Signature

Date

Sheriff's Office Representative

Date

For Official Use:

Flash Drive \$ _____ (actual cost) Paper Copies \$ _____ (\$1 for 1st page, \$0.25/page following) Postage: \$ _____ (USPS rates)

Accident Report: \$ _____ (\$10.00) **Total Due: \$ _____** (fees shall be waived for approved public safety agencies)

Payment type: Check Money Order Cash Credit Card Other