



Right to Know Internal Policy

Effective January 1, 2018

The Community Development Finance Authority ("CDFA") has adopted a policy to comply with New Hampshire's Right-to-Know law, RSA 91-A. With certain exceptions, members of the public have the right to inspect and/or copy such records upon request.

DEFINITIONS

- A. Business day.** Monday through Friday during regular business hours, except those days when the offices of the CDFA are closed for all or part of a day:
- I. due to a federal/state/city holiday;
 - II. due to natural or other disaster; or
 - III. due to the request or direction of local, state, or federal law enforcement agencies or officials.
- B. Governmental Record.** Any information created, accepted, or obtained by, or on behalf of, any public agency in furtherance of its official function. Without limiting the foregoing, the term 'governmental records' includes any written communication or other information, whether in paper, electronic, or other physical form. The term 'governmental records' shall also include the term 'public records.'*(RSA 91-A:1-a, III)*
- C. Information.** Any knowledge, opinions, facts, or data of any kind and in whatever physical form kept or maintained, including, but not limited to, written, aural, visual, electronic, or other physical form. *RSA 91-A:1-a, IV*
- D. Right to Know Officer.** Any employee of the CDFA who is officially assigned responsibility for receiving, tracking and responding to requests for information under the Right to Know Law. The CDFA may designate a Deputy or Secondary Right to Know Officer to act in the absence of a Right to Know Officer.

E. Requester. A person who requests a record under the Right to Know Law. The Right-to-Know law does not require the requesting party to identify himself or herself and imposes no restrictions on the use of information once it is disclosed.

RIGHT TO KNOW OFFICER

The Right to Know Officer for the CDFA is: Chief Financial Officer

PROCEDURE

The Law requires that the CDFA act upon each request when such request is made in person, by mail, by facsimile, by phone, or by e-mail.

CDFA has created and published on its website a standard form for a requester to utilize to submit requests.

Under the Law, the CDFA has a duty to make a good faith effort to determine if the record(s) requested is a public record and to respond as promptly as possible under the circumstances existing at the time of the request. The Law provides that either a final or interim response be provided to the requester within five (5) business days from the date of receipt by the CDFA.

CDFA's response to a request will do one of the following:

- i. grant the request;
- ii. acknowledge the request with a statement of the time necessary to determine whether the request will be granted or denied.
- iii. deny the request;
- iv. grant the request in part and deny the request in part; or
- v. grant the request and redact part of the information provided pursuant to the Law and/or other applicable federal, state and local law.
- vi.

WRITTEN POLICIES AND REGULATIONS

This policy may be amended from time to time. You may view the most current version of this policy at any time by visiting this page: [compliance website link](#)