

TOWN OF NEWTON

POLICY ON CHARGES FOR REPORTS AND COPIES

(Adopted June 4, 2007)

The Board of Selectmen adopts the following Policy to provide the Town staff (hired, appointed and elected officials) the fee schedule for the reproduction and distribution of data. Per State law RSA 91-A:4 IV, Access to Public Records and Meetings reads as follows:

IV. Each public body or agency shall, upon request for any public record reasonably described, make available for inspection and copying any such public record within its files when such records are immediately available for such release. If a public body or agency is unable to make a public 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 photocopying machine or other device maintained for use by a body or agency is used by the body or agency to copy the public record or document requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the body or agency. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of public records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

Since the reproduction and distribution of data requested is being produced using the town's photocopying machine or other devices maintained for use by the town, all monies are to be returned to the town as Revenue, except fees collected by the Town Clerk per State Law.

- Residents of Newton will not be charged for a copy of their property records or tax records; copies of all other records i.e. agenda and minutes will be charged .25 cents per page.
- A fee of \$1.00 will be charged per page for all non-residents for all town documentation.
- Request for property records to be faxed to non-residents will be charged a \$2.00 fax fee.

The Town of Newton Assessing and Tax Collector's data provided by the Town of Newton shall remain the property of the town, which retains all rights commensurate with ownership, including the right to sell, release, use or provide the data to others as it deems appropriate in its sole discretion. All requests for data are to be given to the Selectmen's Office and the Town Administrator is the responsible person to handle all requests and for determining the fee based upon the size of the report. An electronic version of the Town Assessing/Tax Collector data is available in an excel spreadsheet format and the fee will be determined by the Town Administrator.

PROCEDURE FOR HANDLING FEES COLLECTED

All fees collected, whether from the Police Department, Fire Department, Town Clerk/Tax Collector, Planning Board or any other Commission or Committee are to be turned over to the Selectmen's Office. Remittance shall occur weekly and will include a completed "Account of Receipts" showing the detail of the Revenue received or supporting documentation such as a permit application. "Account of Receipts" forms are available at the Selectmen's Office. A cash receipt book is to be maintained by each department.

Charges For Reports And Copies Policy continued

TOWN OF NEWTON - ACCOUNT OF RECEIPTS		
DEPARTMENT _____		DATE _____
AMOUNT	DESCRIPTION/TYPE OF TRANSACTION	TOTAL
___ @ \$ _____	Resident Listing _____	\$ _____
___ @ \$ _____	Town Zoning Ordinance _____	\$ _____
___ @ \$ _____	Subdivision Regulations _____	\$ _____
___ @ \$ _____	Non-Residential Site Plan _____	\$ _____
___ @ \$500.00	Planning Board Application Fee _____	\$ _____
___ @ \$ _____	Planning Board per Lot Fee _____	\$ _____
___ @ \$1.00	Copier Use - Non-Residential Fee _____	\$ _____
___ @ \$0.25	Copier Use - Residential Fee _____	\$ _____
___ @ \$2.00	Fax Fee _____	\$ _____
_____	Other _____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	TOTAL RECEIPTS	\$ _____
SIGNATURE _____		

TOWN OF NEWTON - ACCOUNT OF RECEIPTS		
DEPARTMENT _____		DATE _____
AMOUNT	DESCRIPTION/TYPE OF TRANSACTION	TOTAL
___ @ \$ _____	Resident Listing _____	\$ _____
___ @ \$ _____	Town Zoning Ordinance _____	\$ _____
___ @ \$ _____	Subdivision Regulations _____	\$ _____
___ @ \$ _____	Non-Residential Site Plan _____	\$ _____
___ @ \$500.00	Planning Board Application Fee _____	\$ _____
___ @ \$ _____	Planning Board per Lot Fee _____	\$ _____
___ @ \$1.00	Copier Use - Non-Residential Fee _____	\$ _____
___ @ \$0.25	Copier Use - Residential Fee _____	\$ _____
___ @ \$2.00	Fax Fee _____	\$ _____
_____	Other _____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	TOTAL RECEIPTS	\$ _____
SIGNATURE _____		