

EH-F (1) – REQUEST FOR WAIVER OF ELECTRONIC COMMUNICATION RECORD CHARGE

Wilton-Lyndeborough Cooperative School District, SAU 63

Request for Waiver of Charge for Individual Electronic Communications

This form should be used only when a person/entity is requesting a waiver of a charge for records of Individual Electronic Communications.

Requestor Information:

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Information Relating to Request for Electronic Communications:

Date of Records Request: _____

Records Requested: (general description only) _____

Estimated Charge Provided by District/SAU \$ _____

Reason for Requesting Fee Waiver:

(Please check the box(es) that apply to your situation.)

☐ **Financial Hardship/Indigency.** This waiver is available to any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:

- i. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
- ii. a completed "Financial Affidavit for Waiver of Charges";
- iii. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.

☐ **Media Requestor** (defined in EH-R and RSA 91-A:4, X). (Satisfactory evidence of the status must be produced at the time this form is submitted.)

☐ **Public Understanding** The request is not primarily in the commercial interest of the

requestor, and disclosure requested information requesting information is likely to contribute significantly to public understanding of the operations or activities of the district, its officials, employees or its schools.

In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors:

- i. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
- ii. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
- iii. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
- iv. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

Outline or provide any information relative to the above criteria (especially iii & iv) which might assist the Superintendent/designee making a determination relative to the potential contribution to public understanding of the operations or activities of the District, its officials, employees or schools.

(Please attach any documents that support your request for a waiver.)

CERTIFICATION

I hereby certify that the information provided in this request is true and correct to the best of my knowledge. I understand that providing false information may result in the denial of my request for a fee waiver.

Signature: _____ Date: _____

****For Office Use Only:****

Date Received: _____

Request Approved: ☐ Yes ☐ No

Approved By: _____

Legal Reference:

First Reading: December 17, 2024

Second Reading: January 7, 2025

Final Adoption: January 7, 2025

Revision: