

[Town of Henniker New Hampshire]
[Right to Know request; creation and dissemination of meeting minutes]

Henniker Board of Selectman
Town Administrator Chirstine Trovato

This request is made pursuant to Part 1, Article 8 of the New Hampshire Constitution and New Hampshire's Right to Know Law codified at RSA 91-A *et seq.* Please provide me with access to the following described governmental records in the possession or control of **[Town Of Henniker]**:

1. All government records indicating Henniker's policy of document creation and dissemination, including but not limited to meeting minutes;
 - How and to whom are those meeting minutes transferred from recording secretary to the town (which town employees have direct access to the transferred file? Please detail chain of custody of minutes and or any documents from the time it was created by recording secretary, attached to any email or printed and revised, to publication in PDF format.
 - In what formats are these files created and transferred in ...word document etc...?
 - Are these files set to **track changes and record any alteration or mark ups** of subject files?
 - Who has access to open files and is there any policy requiring those employees to open and **review any file with track changes set to the on position?**
2. All internal control policy on e-mails, electronic data, letters, internal communications, and external communications having any Town policy that requires town employees to track changes and turns on notice of review prior to opening and reviewing of official town files

Please e-mail me copies of the requested policy documents and or the detailed descriptions requested.

Thank you.

Dr. Bruce J. Trivellini DDS
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