

Office of the City Clerk

City of Nashua

229 Main Street

Nashua, NH 03061-2019

(603) 589-3010, Option #5

CityClerkDept@NashuaNH.Gov

Susan Lovering

City Clerk

Allison Waite

Deputy City Clerk



April 14, 2022

Laurie Ortolano

laurieortolano@gmail.com

RE: Destruction of records - Request for information

Dear Ms. Ortolano:

The City Clerk's Office is in receipt of your request dated Wednesday, April 6, 2022, under NH RSA 91-A, the "Right-to-Know" law.

Your request stated in part:

[A] "I have a general question but if you are not willing to answer I will make a formal RTK for documents. Has there been a meeting of the Municipal Records Committee and/or is a meeting scheduled?"

[B] "How do you go about destroying documents that are no longer required for retention?"

[C] "Is all record destruction handled by your office or do individual departments and divisions handle record destruction?"

Response to [A]: Please be advised that the information you seek, to the extent it exists, can be accessed by following the link provided. <https://www.nashuanh.gov/agendacenter>

Response to [B]: The City Clerk's Office conducted a reasonable search for records within the City Clerk's Office that would provide answers to your questions; no such records exist. Please note that RSA 91-A does not require the City to answer questions or create documents in response to a question or RTK request.

Response to [C]: RSA 91-A does not require the City to answer questions or create documents in response to a question or RTK request. However, in the spirit of cooperation please be advised that the City Clerk's Office is only responsible for the management of records within its custody. To the extent other departments and divisions manage the records within their custody, your request should be addressed directly with those departments and divisions.

Sincerely,

Allison Waite

Deputy City Clerk

2022-777(CC)