

From: noreply@civicplus.com
To: [Town Manager](#)
Subject: Online Form Submittal: Public Records Request Form
Date: Monday, June 16, 2025 11:45:11 AM

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Public Records Request Form

For more information regarding public records, please visit the [Public Records Center page](#).

Requester Name	Mike Vichich
Email Address	
Phone	Field not completed.
Mailing Address	
City	
State	
Zip Code	
Is This Request One of the Following Types:	Municipal Records
Description of Records Sought	<p>Dear Public Records Officer,</p> <p>I am writing to request access to and copies of records under the New Hampshire Right-to-Know Law (RSA 91-A).</p> <p>Specifically, we are requesting electronic records of all purchase orders issued by the Town of Salem from January 1, 2020, through March 31, 2025, across all departments.</p> <p>For each purchase order, please include:</p> <ul style="list-style-type: none">- Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal ID)- Purchase date- Vendor details (name, ID, address, contact person, email address)- Line item description- Line item quantity- Line item price/amount- Contract start and end dates (if applicable)- Contract signatory (if available)- Yes / No for competitive process. If not, please indicate reason <p>Additional clarifications:</p> <ul style="list-style-type: none">- If vendor names are represented by codes, please provide the vendor list matching those codes.- Providing raw electronic purchase orders without additional compilation is acceptable if more convenient.- Electronic records are preferred, without copying, scanning, or printing.- If this request has reached the wrong department, please forward it to the appropriate individual and inform me of their contact information.- Should you deny any part of this request, please specify your reasoning clearly, citing relevant exemptions under New Hampshire Right-to-Know Law (RSA 91-A), and release any segregable, non-exempt portions. <p>For your convenience and security, please upload responsive documents using this unique link:</p> <p></p> <p>If we can provide further information or clarification, please contact:</p> <p></p> <p>Sincerely,</p> <p></p> <p></p>
Is This Request for Commercial Use?	Yes
How Do You Wish	Email

to Receive
or View
Records?

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