

**From:** [noreply@civicplus.com](mailto: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	[REDACTED]
Phone	<i>Field not completed.</i>
Mailing Address	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Zip Code	[REDACTED]
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"><li>- Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal ID)</li><li>- Purchase date</li><li>- Vendor details (name, ID, address, contact person, email address)</li><li>- Line item description</li><li>- Line item quantity</li><li>- Line item price/amount</li><li>- Contract start and end dates (if applicable)</li><li>- Contract signatory (if available)</li><li>- Yes / No for competitive process. If not, please indicate reason</li></ul> <p>Additional clarifications:</p> <ul style="list-style-type: none"><li>- If vendor names are represented by codes, please provide the vendor list matching those codes.</li><li>- Providing raw electronic purchase orders without additional compilation is acceptable if more convenient.</li><li>- Electronic records are preferred, without copying, scanning, or printing.</li><li>- If this request has reached the wrong department, please forward it to the appropriate individual and inform me of their contact information.</li><li>- 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.</li></ul> <p>For your convenience and security, please upload responsive documents using this unique link:</p> <p>[REDACTED]</p> <p>If we can provide further information or clarification, please contact [REDACTED]</p>
Sincerely,	[REDACTED]
Is This Request for Commercial Use?	Yes
How Do You Wish	Email

to Receive  
or View  
Records?

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