

# **TOWN OF RICHMOND, NH**

## **ARCHIVAL MATERIAL REQUEST GUIDELINES**

- The Richmond Town Archives are housed at an archival storage facility in Keene, N.H.
- There is a box retrieval fee of \$5.50 per box payable to the Richmond Public Library.
- Please mail the form and payment to:  
Richmond Town Archives  
c/o Richmond Public Library  
19 Winchester Road  
Richmond, NH 03470
- Please note that there is a 10 working day period from the date of the request for the materials to be retrieved.
- Materials are to be reviewed at the Richmond Public Library under the supervision of Library Staff.

**TOWN OF RICHMOND, NH  
ARCHIVAL MATERIAL REQUEST FORM**

**Requestor's Name:**

**Date:**

**Researcher's Name:**

**Researcher's Mailing Address:**

**Phone Number:**

**E-mail:**

**Purpose of Request:**

**Boxes Requested:**

1. RIC-

4. RIC-

7. RIC-

10. RIC-

2. RIC-

5. RIC-

8. RIC-

11. RIC-

3. RIC-

6. RIC-

9. RIC-

12. RIC-

**Retrieval Cost: \$5.50 per box payable to the  
Richmond Public Library at the time of the request  
(except for Town of Richmond elected officials or paid staff).**

**Number of Boxes:** \_\_\_\_\_

**x \$5.50=**

**\$** \_\_\_\_\_

**RPL Trustee Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_