

**PUBLIC RECORDS REQUEST**  
**M.G.L. Ch. 66**

For Office Use Only

Received By: \_\_\_\_\_

\_\_\_\_\_ Request to Inspect Records

\_\_\_\_\_ Request for copies of Records

Description of Desired Information:

Name of Person Making Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**M.G.L. Ch. 66 The Public Records Act**

The Public Records Act is intended to ensure prompt public access to documents and information. Individuals may request to inspect records, copy them or have a copy made. Requested information will be provided as soon as practicable, and always within ten calendar days. Any denial of information must cite the specific statutory exemption and advise the requester of the right to appeal. Appeals from denials are made in writing to the Supervisor of Public Records within 90 days of the denial. The Act also allows us to charge a reasonable fee to recover the costs of complying with a public records request. Time searching for or compiling and copying the records may be charged and must be pro-rated based on the hourly rate of the lowest paid employee capable of performing this task. In addition, a per page charge for photocopying, a per page charge for computer printouts, and costs of disks or postage may apply.

Estimate of Cost for this Request if over \$10.00: \_\_\_\_\_

I have made the above request pursuant to the Public Records Act, and agree to pay the charges associated with complying with my request.

Signature of Person Making Request: \_\_\_\_\_