TOWN OF WEST NEWBURY

Office of the
TOWN CLERK
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REQUEST FOR PUBLIC RECORDS

In accordance with M.G.L. c.66, §10, the town is required to provide you with a written response within 10 days of this request. If we are unable to comply with the request, we will provide an explanation in writing. Reasonable costs for copies, as well as for personnel time needed to comply with this request, may be assessed. If the expected cost is to exceed $10.00, we will provide a detailed fee estimate. Depending upon the cost of reproduction, the individual or individuals requesting the document may be asked to pay in advance of the printing. As soon as the documents that you have requested are reproduced, we will notify you.

Individuals requesting documents should provide the following information:

RECORDS REQUEST INFORMATION	
NAME:	**DATE:**
ADDRESS:	**Work Phone #:**
	Home Phone #:
	Fax #:
In the space provided below, please list the documents that you are requesting. (Please be as specific as possible)	

Thank you for taking the time to fill out this request form.

Excerpt from C.66, § 10. Public inspection and copies of records; presumption; exception

(a) Every person having custody of any public record, as defined in clause Twenty-six of section seven of chapter four, shall, at reasonable times and without unreasonable delay, permit it, or any segregable portion of a record which is an independent public record to be inspected and examined by any person, under his supervision, and shall furnish one copy thereof upon payment of reasonable fee. Every person for whom a search of public records is made shall, at the direction of the person having custody of such records, pay the actual expense of such search.