



OFFICE OF THE TOWN CLERK

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PUBLIC RECORDS REQUEST FORM

All public records request will be responded to within ten (10) days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request, as examples.

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request: _____ 10th Day to Respond by: _____

Description of Materials Sought:

Requestors Information:

Name of Requestor: _____

Firm / Company: _____

Address: _____

City: State: Zip: _____

Phone number: _____

Fax number: _____

Email: _____

Please be as specific as possible when requesting information:

COPY OF RECORDS (.05\$ per page plus search, redact and/or copy fee)

OTHER / ADDITIONAL INFORMATION: _____

OFFICE USE: Received by: _____ Initial Response: _____

Subsequent Reviews: _____

Fees: _____

Paid: _____

Date Records Provided: _____