

## PUBLIC RECORDS REQUESTS

The Massachusetts Public Records Law provides that every person has a right of access to public information. This right of access includes the right to inspect, copy or have copies of records provided, upon the payment of a reasonable fee.

Requests should be written, and may be made in person, through the mail, by fax, or through electronic mail utilizing the Public Records Request Form found below. A reasonable description of the document(s) requested should be provided in order to assist the Town in identifying the requested documents. The Town has up to 10 days to provide a response to the request. We are only required to provide records that are in existence; we are not required to create a new record based on material in our custody to accommodate a specific request.

The cost for copies of documents is 20¢ per page for photocopies. Additional fees may be charged for computer printouts, information provided electronically, either on CD or emailed, over-sized documents (such as maps and plans, which cannot be copied with a typical photocopier), and for staff time to search for the records, prepare for copying, photocopy and refile the documents. The Town will provide you with a good-faith estimate of the cost to respond to the request if the cost is expected to exceed \$10.

For further information, or to download a Guide to the Public Records Law, please also visit the State Public Records Division website <http://www.sec.state.ma.us/pre/prepdf/guide.pdf>



# *Town of Mansfield*

6 Park Row, Mansfield, Massachusetts 02048

## **PUBLIC RECORDS REQUEST FORM**

IN ORDER TO COMPLY WITH A REQUEST FOR PUBLIC RECORDS, WE REQUIRE THE FOLLOWING INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ORGANIZATION YOU REPRESENT, IF APPLICABLE: \_\_\_\_\_

FULL DESCRIPTION OF THE INFORMATION YOU ARE REQUESTING, PLEASE BE SPECIFIC

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THE FEE FOR PROCESSING THE DATA THAT YOU ARE REQUESTING MAY VARY ACCORDING TO THE REQUIRED COMPUTER AND/OR PERSONNEL TIME INVOLVED AS WELL AS THE SUPPLIES USED. THE TOWN WILL REPLY WITHIN TEN (10) DAYS OF YOUR REQUEST. IF THE ESTIMATED COST TO FULFILL YOUR REQUEST EXCEEDS \$10.00, YOU WILL BE PROVIDED WITH A DETAILED ESTIMATE FOR YOUR APPROVAL. ALL CHECKS SHOULD BE MADE PAYABLE TO THE **TOWN OF MANSFIELD**.

WE WILL CONTACT YOU WHEN THE INFORMATION/DATA HAS BEEN COMPILED.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE