

Town of Rowley

139 Main St., PO Box 351, Rowley, MA 01969

Public Records Request Form

Per Chapter 121, Acts of 2016 –

RE: RECORDS ACCESS OFFICER - Agencies and municipalities are required to designate one or more Records Access Officers (RAO). Town Clerk Susan G. Hazen was appointed by the Board of Selectmen as RAO at the 12/19/16 Board of Selectmen's meeting.

RE: DELIVERY –Sec. 10(a): A request may be delivered to the RAO by hand, via first class mail or via electronic mail

RE: TIME – Sec 10(a): A records access officer appointed pursuant to 6A shall at reasonable times and without reasonable delay permit inspection or furnish copy of any public record ... not later than 10 business days following receipt of request

RE: FEES – Sec. 10 (d): A records access officer may assess a reasonable fee for the production of a public record except those that are freely available for public inspection. The reasonable fee cannot exceed the actual cost of reproducing the record, specifically not to exceed 5¢per page and \$25 per hour.

RE: Office/Department/Committee: _____

Complete and Detailed Description of Record Requested (including applicable names, addresses, file #, dates, etc.) _____

Requested by: Name: _____

Address: _____

Email: _____

Disposition: Electronic Paper format

Mail to: _____ SASE attached

Telephone when ready for pick-up at: _____ Called on: _____

Will be in to pick up on: _____

.....
Town Clerk Office Use Only -

Received on: _____ Preliminary completion date: _____

(10 Business Days from date of receipt)

Fee Arrangements: _____

(\$15 per hour research fee and 5¢ per printed page/paper format)

Completion:

Mailed out on _____ by _____ Cert'd Mail Return Receipt

Emailed out on _____ by _____ Attach copy of 'Sent Item'

Picked up by: _____ on _____

▶ Signature of Recipient: _____ RAO int: _____