



Office of the Town Clerk

Town of Rowley Records Access Officer
139 Main St., P O Box 351
Rowley, MA 01969
Phone: 978-948-2081
Fax: 978-948-2162

Public Records Request Form

Per Chapter 121, Acts of 2016 –

RE: RECORDS ACCESS OFFICER—Agencies & municipalities are required to designate one or more Records Access Officers (RAO).

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: _____

Phone: _____

Disposition:

☐ **Electronic**

☐ **Paper format**

☐ **Mail to:** _____ **Attach SASE**

☐ **Telephone when ready to pick up:** _____ **Called on:** _____

Records Access Officer Use Only:

Received on: _____ **Preliminary completion date:** _____

(10 business day from date of receipt)

Fee Arrangements: \$25 per hour research fee and 5¢ per printed page (paper format)

Estimated Fees: _____

Completion:

☐ **Mailed on:** _____ **by:** _____ ☐ **Cert'd mail** ☐ **Return receipt**

☐ **eMailed on:** _____ **by:** _____ (attach copy of "sent" item)

☐ **Picked up on:** _____ **by:** _____

► **Signature of recipient:** _____ **RAO init:** _____