

Anyone may request records directly from the Records Access Officer. The Law does not require any specific format for making a public records request, but the sample below may be helpful. It is recommended that your request contain the following information:

[Date request mailed]

Ronni Barrett
Records Access Officer
Office of the Town Clerk
Town of West Stockbridge
21 State Line Road, P.O. Box 163
West Stockbridge, MA 01266

Re: Massachusetts Public Records Request

Dear Ms. Barrett:

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I am requesting that I be provided a copy of the following records:

[Please include a detailed description of the information you are seeking.]

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request.

The Public Records Law requires you to provide me with a written response within 10 business days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

[Your Name]

[Be sure to include Contact Information (address, email, telephone)]