

## REQUEST FOR PUBLIC RECORDS IN MASSACHUSETTS

The Massachusetts Public Records Law, Chapter 66, Section 10 of the Massachusetts General Laws, applies to records made or received by a Massachusetts governmental entity. Unless the requested records fall under an exemption to the Law, the documents must be made available to the requester. A list of exemptions may be found at Chapter 4, Section 7(26) of the Massachusetts General Laws.

While requests for records may be made verbally, in person, it is preferable to make the request in writing to reduce confusion. A copy of the written request is required to file an appeal with the Supervisor of Records if necessary.

Anyone may request records directly from the records custodian. It is recommended that your request contain the information included in the sample request below.

**Date request mailed**

**TO:** Records Access Officer

Town of Dudley

71 West Main Street

Dudley MA 01571

**RE:** MASSACHUSETTS PUBLIC RECORDS REQUEST

This is a request under the Massachusetts Public Records Law (MGL Chapter 60, 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 the request. If you expect to exceed \$10.00, please provide a detailed fee estimate.

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

Sincerely,

Your Name

Contact Information (address, email, telephone)