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## REQUEST FOR PUBLIC RECORDS

Individuals requesting documents should provide the following information:

Thank you for taking the time to fill out this request form. As soon as the documents that you have requested are reproduced, we will notify you. You may then pick them up at this office.

(a) Every person having custody of any public record, as defined in clause Twenty-six of section seven of chapter four, shall, at reasonable times and without unreasonable delay, permit it, or any segregable portion of a record which is an independent public record to be inspected and examined by any person, under his supervision, and shall furnish one copy thereof upon payment of reasonable fee. Every person for whom a search of public records is made shall, at the direction of the person having custody of such records, pay the actual expense of such search.