TOWN OF SWAMPSCOTT, MASSACHUSETTS TOWN CLERK 22 MONUMENT AVENUE SWAMSPCOTT, MA 01907



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REQUEST FOR PUBLIC RECORDS

In accordance with M.G.L. c.66, §10. public records will be furnished to the person or persons making request to the Clerk's Office within 10 business days of the request. The charge for the reproduction of these records is \$.05/page photocopied. In the case of large documents or documents that must be reproduced at a printer, a quote for reproduction will be obtained in advance of the printing. Depending upon the cost of reproduction, the individual or individuals requesting the document may be asked to pay in advance of the printing. Any State related voter or Census information etc...is \$25/ floppy or CD.

Individuals requesting documents should provide the following information:

RECORDS REQUEST INFORMATION	
NAME:	Today's Date:
ADDRESS:	Work Phone #:
E-Mail:	Home Phone #:
	Fax Phone #:
In the space provided below, please specify the documents that you are requesting.	

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.

Excerpt from C.66, § 10. Public inspection and copies of records; presumption; exception

(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.