



Office of the Town Clerk
TOWN OF TOWNSEND
272 Main Street Townsend, Massachusetts 01469

Completion of this form is optional, but assists us by identifying records requested, providing methods for communication with questions and specifying options for receipt of records

Record Requests must be submitted by one of the following methods:

1. By mail or in person
Town of Townsend
Records Access Officer
272 Main Street
Townsend, MA 01469
2. By Fax: 978-597-8135
3. By Email: rao@townsendma.gov

Please call 978-597-1701, or email clerk@townsendma.gov, if you have questions.

Requesting records of _____
(Department or Committee) (Date)

Please describe record(s) requested (attach an additional page if necessary):

☐ I wish to receive record electronically by email

☐ I wish to receive record on disc or USB drive

☐ I wish to receive record in paper form

☐ I will pick up

☐ Please mail

☐ Please fax (Provide fax number) _____

Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____

Please note, every reasonable effort will be made to permit inspection or furnish a copy of any public record, or segregable portion thereof, responsive to your request no later than 10 business days following its receipt; provided that the request reasonably describes the public record sought, provided that the public record is within the possession, custody or control of the Town and so long as payment of any applicable fee is received."

"An RAO may request an extension of time from the Supervisor if the agency or municipality needs additional time beyond the statutory timeframes in G.L. c. 66, §10(b)(vi), which are 15 business days for agencies and 25 business days for municipalities, to produce records."

Records custodians may charge a fee of \$0.05 per page. Towns with population under 20,000 may assess an hourly rate of up to \$25.00 per hour for compiling, segregating, redacting, and reproducing a requested record.