

On Jan 4, 2017, at 12:02 PM, Stephen Sheldon <[sjs488@comcast.net](mailto:sjs488@comcast.net)> wrote:

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

1) Please provide the **contract** of the company or companies the Town of Townsend uses to conduct personnel background checks on potential new hires for any department and or position.

2) Please provide the **accounts payable invoices** for all background checks conducted from 01/01/2015 to 12/31/2016

(please note that the request is NOT for the information in those background checks, only the date they were conducted)

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. Electronic copies instead of paper would be acceptable. If you need me to supply a thumb-drive, let me know.

If you expect costs to exceed \$10.00 each, please provide a detailed fee estimate for EACH request before proceeding.

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.

Please respond to this email when you receive it in your office so I may have a record of your receipt for my records.

Sincerely,

Stephen Sheldon  
18 Horseshoe Drive  
Townsend, MA 01474