

**Town of Boylston
Public Record Request**

TO KEEPER OF THE RECORDS: _____

(Enter name of Board, Department, Committee or Official)

I respectfully request copies of the following documents, pursuant to Section 70 of Chapter 66 of Massachusetts

General Laws:

RECORD (S) REQUESTED BY: _____ Date _____

(Fill in Full Name)

If Document: is to be mailed or sent via facsimile, please fill in the following information:

MAILING ADDRESS:

City/Town _____ State _____ Zip Code _____
Phone Number: _____ Fax Number: _____

PLEASE DO NOT WRITE BELOW THIS LINE

=====

REQUEST RECEIVED BY: _____

DATE AND TIME RECEIVED: _____

The following charges do not ***apply*** to certain ***public documents whose fees are set by State Law or Town By-law (e.g. Fire, Police, Town Clerk, etc.).***

Number of Pages _____ x \$.20/page (8 1/2x11) = \$ _____

Number of Pages _____ x \$.25/page (8 1/2x14) = \$ _____

Number of Pages _____ x \$.50/page (11x17) = \$ _____

Number of Pages _____ x \$.50/page (11x15) Computer = \$ _____

Number of Pages _____ All other records @ statutorily set fees and charges = \$ _____

TOTAL FEE: \$ _____

Charges for custom reproductions (e.g. maps, blueprints) shall be the actual cost of reproduction plus travel/transportation, where applicable.

Search Time: In addition to the per page charge, search time for locating, pulling, copying, and re-shelving the records, and segregation time to delete exempt data from the public portion of a record, will be charged at the hourly rate of the lowest paid department employee capable of performing the service. The fee for a computer search is the actual cost of that search. The cost of postage, if any, shall also be charged.

**IF DOCUMENTS ARE RECEIVED IN PERSON, PLEASE ACKNOWLEDGE BY
SIGNING ON THE
LINE BELOW**

SIGNATURE: _____

Date Received: _____