



# TOWN OF WINTHROP CONSERVATION COMMISSION

Town Hall 1 Metcalf Square Winthrop Massachusetts 02152 Telephone: (617) 539-5821 Fax (617) 846-5458

## REQUEST FOR PUBLIC RECORDS

In accordance with MGL c. 66, § 10, information on the requested public records will be furnished to the person or persons making this request to the Conservation Commission within 10 days of the request. The charge for the reproduction of these records is \$.20/page. 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(s) may be asked to pay in advance of the printing. "A custodian of records may charge for the time it takes to search for the records, remove any exempt data, photocopy the record and refile it. The charge for this process must be the prorated hourly wage of the lowest paid employee capable of performing the task. A custodian may waive the fees whenever he or she chooses, but is not mandated to do so. A custodian should also provide a written good faith estimate for the cost of complying with a request where the total cost is expected to exceed ten dollars (\$10.00). The estimate should provide a breakdown of the expected expenses."

Individuals requesting documents should provide the following information.

RECORDS REQUEST INFORMATION	
NAME:	DATE:
ADDRESS:	Work Telephone #:
	Home Telephone #:
	Fax Telephone #:
In the space provided below, please list 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-sixth 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 a 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.