



## PUBLIC RECORDS REQUEST FORM

All public records requests will be responded to within ten (10) days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees is required to fulfill the request. If you need more space to complete this form, you may attach additional information on separate pages. Once you have completed the form, **email [townclerk@newbraintree.org](mailto:townclerk@newbraintree.org) , or hand-deliver, Town Hall, 20 Memorial Drive, New Braintree to Town Clerk, Jessica Bennett** whose contact information is [townclerk@newbraintree.org](mailto:townclerk@newbraintree.org) .

Pursuant to Public Records Law all exemptions will be redacted from any, and all material being released.

\* Required information

\* **Date of Request:** \_\_\_\_\_

\* **Name of Requestor:** \_\_\_\_\_

**Firm / Company:** \_\_\_\_\_

\* **Address:** \_\_\_\_\_

\* **City:** \_\_\_\_\_ \* **State:** \_\_\_\_\_ \* **Zip:** \_\_\_\_\_

\* **Phone number:** \_\_\_\_\_

\* **Email:** \_\_\_\_\_

\* **Description of Materials Sought:** (Please be as specific as possible when requesting information)

COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)