

Form 22: Public Records Request Letter

Your address

Date

Your telephone number

Name of Custodian of Records or Agency Head

[If you do not know, simply write:]

Custodian of Records

Name of Government Entity

Street Address or P.O. Box Number

City, State Zip

Dear Madam/Sir:

[If you want to inspect documents, write:]

I hereby request, pursuant to the Massachusetts Public Records Laws, G.L. c. 4, §7, clause 26, and G.L. c. 66, §10, that you permit me to inspect and to examine the following public records: *[describe your request in as much detail as possible; you do not have to identify the document(s)].*

[If you know exactly what you want and do not want to inspect the document(s) prior to having copies made, simply write:]

I hereby request pursuant to the Massachusetts Public Records Laws, G.L. c. 4, §7, clause 26, and G.L. c. 66, §10, that a copy of *[describe your request in as much detail as possible; you do not have to identify the document(s)]* be mailed to me at the above address within 10 days of receipt of this letter. Enclosed is a check for \$____, which will cover postage and copying costs at 20¢ per page.

[If you are requesting a lot of records, or wish to inspect the records at the office and choose which ones to copy, write:]

I will come to your office at a mutually convenient time to review these records *[provide a date that is at least 10 days after the date on which you expect the letter to be received]*. At that time, I may request that one copy of some or all of these records be made available to me for a reasonable fee.

Should you determine that some portion of the document(s) I have requested is not a public record, I reserve my right to appeal such a decision and request that you release any portion of the document(s) that is public information.

If you determine that the requested document(s), or any portion of the requested document(s), is exempt from disclosure, please note the specific exemption under the law and explain why.

[This next paragraph is optional, depending upon how resistant you deem the custodian to be and upon your knowledge of and history with the agency in question.]

In the event that you fail to comply with this request in the time provided by law, I intend to pursue my administrative and legal remedies. Please contact me if you have any questions regarding this request. Thank you for your attention.

Sincerely, *[Your Signature]*