



TOWN OF WAREHAM
54 Marion Road
Wareham, Massachusetts 02571
(508) 291-3100
<http://www.wareham.ma.us>

PUBLIC RECORDS REQUEST FORM

Policy: The Town of Wareham shall respond to all public records requests within (10) days after receipt with an initial response. If charges for searching, segregation and copying are expected, the town shall prepare a written, good faith estimate. Charges for photocopies of records shall be \$0.05 cents per page, in addition to postage, if necessary. Also, there will be a charge for the cost of a disk or thumb drive (if needed). Fees for search time and segregation of public records shall be waived for the first (2) hours and thereafter based on the hourly rate of the lowest paid employee capable of performing the task not to exceed \$25/hr. Pursuant to Public Records law, all exemptions will be redacted from any and all material being released.

Date: _____

Name of Requestor: _____

Phone: _____ E-Mail: _____

Address: _____

Description of Records Requested (please be as specific as possible.)

Signature: _____

PLEASE NOTE: THE TOWN OF WAREHAM REQUIRES PAYMENT IN FULL BEFORE DOCUMENTS ARE COPIED AND REDACTED.

FOR OFFICE USE ONLY

Department Received this form on the date stamped/written here:

Fee: _____ Date Paid: _____

Signature of Record Keeper: _____ Release Date: _____

RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of the information requested.

Signature: _____ Date: _____