



PUBLIC RECORDS REQUEST FORM

All public records requests will be responded to within ten (10) business days after receipt of request. Responses may indicate further time is necessary, additional information is required or estimates of fees are required to fulfill the request, for example.

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

Date of Request: _____

Description of Materials Sought:

Requestors Information

Name of Requestor: _____

Firm / Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Fax number: _____

Email: _____

Please be as specific as possible when requesting information. All information will be provided electronically, when available, unless otherwise requested.

OFFICE USE:

Received by: _____ Initial Response: _____

Subsequent Reviews: _____

Fees: _____ Paid: _____

Records Provided: _____

Please return completed form to the FRTA, 12 Olive St, Greenfield MA 01301 or email to tina@frta.org