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