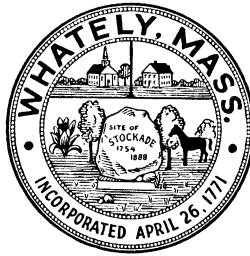


LYNN M. SIBLEY
TOWN CLERK/RECORDS
ACCESS OFFICER

PHYSICAL ADDRESS:
4 SANDY LANE
WHATELY, MA 01093

MAILING ADDRESS:
4 SANDY LANE
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TELEPHONE: (413) 665-4400 x3
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EMAIL: townclerk@whately.org

TOWN OF WHATELY
MASSACHUSETTS

OFFICE OF THE TOWN CLERK

PUBLIC RECORDS REQUEST FORM

All public records requests will be responded to within ten (10) business days after receipt of request. Responses may include a completed request, requests for additional time, additional information is required to fill the request, or an estimate of fees required to fulfill the request, as examples.

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:

☐

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

☐

OTHER / ADDITIONAL INFORMATION:

OFFICE USE: Received by:

Initial Response:

Subsequent Reviews:

Fees:

Paid:

Records Provided: