

PUBLIC RECORDS REQUEST FORM		Date/Time Stamp here
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Attleboro Public Schools 100 Rathbun Willard Drive Attleboro, Massachusetts 02703	
	Date of Request

All public records request will be responded to within ten (10) days after receipt of request. Responses may indicate further time is necessary, additional information is required, 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.

Enter Description of Materials Sought:

Name of Requestor		Email
Firm/Company Name		
Street, City, State and Zip Code		
Phone Number		Fax Number

Please be as specific as possible when requesting information:	
<input type="checkbox"/>	COPY OF RECORDS (.05 PER PAGE PLUS SEARCH, REDACT AND/OR COPY FEE)
<input type="checkbox"/>	OTHER / ADDITIONAL INFORMATION:

Office Use Only:

Received by	Initial Response	Subsequent Reviews	Fees	Paid	Records Provided
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This form is optional and only provided for your convenience. Pursuant to the Public Records Act requests do not have to be made in writing.