

OFFICE OF THE TOWN CLERK  
Records Access Officer

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[www.townofgb.org](http://www.townofgb.org)



Town Hall, 334 Main Street  
Great Barrington, MA 01230

413-528-1619 x2100  
413-528-1026 (fax)

## **PUBLIC RECORDS REQUEST FORM**

**All public records requests will be responded to within ten business days of receipt of a request. Responses may indicate further time is necessary, additional information is needed, or payment of a fee is required prior to production of the record(s).** The Public Records Requests Fee Policy is attached hereto.

For a full list of Great Barrington Public Records Requests Guidelines please visit:

<https://www.townofgb.org/town-clerk/pages/public-records-requests>

All exempted information will be redacted pursuant to Public Records Law. M.G.L. c. 4 §7(26) (a) through (v).

Date Request Received: \_\_\_\_\_

**Description of Materials Sought (Please be as specific as possible, or attach a narrative):**

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**Requestors Information:**

Name of Requestor: \_\_\_\_\_

Organization / Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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**OFFICIAL USE – (Please initial all fields):**

Received by: \_\_\_\_\_ Initial Response Date: \_\_\_\_\_ Date of Subsequent Review(s): \_\_\_\_\_

Fees requested: \_\_\_\_\_ Paid in Full / Balance Owed: \_\_\_\_\_ Records provided on: \_\_\_\_\_

Department(s) request sent to: \_\_\_\_\_

**10<sup>th</sup> Business Day to Respond by:** \_\_\_\_\_

**Town of Great Barrington**  
**Public Records Requests Policy as relates to Fees**

- 1) The Records Access Officer (RAO) may assess a reasonable fee for the production of a public record(s) and pursuant to MGL c. 66, Section 10 (a)(iii), the RAO may require the payment of a reasonable fee prior to production of the requested record(s).
- 2) If the Public Records Request can be fulfilled within 30 minutes no fee will be required for the production of the Document(s), other than the cost of making copies. The RAO may charge \$0.05 per page for black and white paper copies or printouts per MGL c. 66 section 10 (d)(i).
- 3) As Great Barrington (Town) has a population of less than 20,000, the Town may assess fees for employee time required in connection with searching, segregating, redacting, and copying requested records per MGL c. 66 Section 10 (d)(iii)(B). In accordance with 950 C.M.R. 32.07(2)(m)(2) the Town may assess fees for all employee time, including the first two hours.
- 4) The hourly rate assessed as a fee to the requestor shall be based upon the lowest paid employee in the office capable of doing the work. Not to exceed \$25 per hour, but subject to increase by petition to the Massachusetts Supervisor of Records per 950 C.M.R. 32.07(2)(m)(2), if the request can only be completed by a higher paid employee.
- 5) Pursuant to MGL c. 66, Section 10(a)(iii) and 950 CMR 32.06 (2)(f), the Town may delay production of records to any person who has not paid a reasonable fee for provision of said public record(s). In addition, the Town may, "... deny public records requests from a requester who has failed to compensate the agency or municipality for previously produced public records" per MGL c. 66 Section 10(d)(4)(vi).