Public Records Request Form  
M.G.L. c. 66, s. 10

Date: ______________
Name: __________________________________________________________________________
Address: _________________________________________________________________________
City, State, Zip: ___________________________________________________________________
Contact Number: (_______) __________________________

Please Check:  
Owner _____  [ ]   Occupant _____  [ ]   Legal Representative _____  [ ]
News Media _____  [ ]   None of the above _____  [ ]

Please indicate location of the property for which you are requesting records
Address: _________________________________________________________________________
Neighborhood: ____________________________  Ward ________
Business Name (if applicable): ___________________________________________________________

I am requesting records from the following division(s)
Animal Care & Control _____  Building _____  Health _____  Housing _____
Environmental Sanitation _____  Legal _____  Weights and Measures _____  [ ]

Please identify the documents requested, including the relevant time frame of the request:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signature: ________________________________
Fees:

The cost for copies of records will be .20¢ per page for photocopies and computer printouts. Additionally, 950 CMR 3-2.06 states that the Keeper of the Records may charge the applicant a fee based on the time it took to search, segregate, redact and photocopy the requested documents. This charge is based on the hourly wage of the lowest paid employee capable of performing the task. Please Note: The Boston Inspectional Services hourly rate for all clerical staff is $16.72 per hour.

Note:

Pursuant to M.G.L. c.66 § 10, all records and documents in possession of a government agency are public records. However, government agencies must redact from all documents exempt information as defined by M.G.L. c. 4, s. 7, 26th clause.

Research of documents may incur additional fees:

Documents dated three years or older are stored in an off-site storage facility. Documents requested from this facility will accrue additional costs associated with the file such as: retrieval, return and transportation costs. (Please see below)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieval fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>Return fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Please Note: The cost of postage may also be charged.