REQUEST FOR PUBLIC RECORDS

Freedom of Information Act, MGL Chapter 66, Section 10 and Chapter 4, Section 7, Clause 26 and Title 950:
Office of the Secretary of the Commonwealth Chapter 32:0 Public Records Access Regulations

Freedom of Information regulations state in part, ‘Every person having custody of any public record shall at a reasonable time, and without unreasonable delay, permit the record to be inspected and examined by a person, under such supervision as may be appropriate, and shall furnish one copy thereof, upon payment of reasonable fee’

THERE IS A TEN (10) DAY PERIOD FROM DATE OF RECEIPT IN WHICH TO PROVIDE SUCH DOCUMENTATION
For expedited service, please provide an email address for responses.

Address Requested: ____________________________________________________________

Map# ____________ Block# ____________________________ Lot# __________________________

Description of information being requested: ______________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Requested Name: ___________________________________________ Date: ______________

Telephone Number: ____________________________________________

Email Address: _________________________________________________

Fax Number: ____________________________________________________

Signature: _______________________________________________________

Fee $25.00

Office Use Only
Approved: ___________________________________________ Date: ______________

This form can be mailed, faxed, submitted in person or emailed (preferred) to ISDonline@lynnma.gov

BUILDING - PLANNING - HEALTH - ELECTRICAL - GAS - PLUMBING - MAINTENANCE

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