



CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Lynn City Hall - 3 City Hall Square, Room 103, Lynn, MA 01901

Tel: (781) 598-4000 Fax (781) 477-7031

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: _____

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