CITY OF LYNN MASSACHUSETTS
Inspectional Services Department
Room 401, Lynn City Hall, Lynn, MA 01901
p. 781-598-4000 ~ f. 781-477-7031
Website: www.lvnnisd.com

REQUEST FOR PUBLIC RECORDS

FREEDOM OF INFORMATION ACT, GENERAL LAWS, CHAPTER 66, SECTION 10 AND CHAPTER 4, SECTION 7, CLAUSE TWENTY-SIXTH 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 an 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.

PLEASE PROVIDE WHAT INFORMATION YOU ARE REQUESTING:

_____

_____

_____

_____

_____

Address Requested _____

Block _____ Lot _____ Suffix _____ Map # _____

Requestor _____

Telephone # _____ Fax Number _____

DO NOT WRITE BELOW THIS LINE, FOR OFFICIAL USE ONLY.

Print Name _____

Signature _____

Approved Yes _____ No _____