



TOWN OF ROCKLAND

Town Administrator

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Rockland Public Document Request Form

While public document requests can be made verbally in person the Secretary of the Commonwealth recommends making requests in writing, to avoid confusion about what information you seek, and to create a record if you choose to appeal an inadequate response.

Name _____
Mailing Address _____
Town _____ State _____ Zip _____ PHONE _____

This is a request under Massachusetts Public Records Law (M. G. L. 66 Section 10)
I am requesting a copy of the following documents. You may attach additional notes.
(Detailed description of reports, data files, or information you seek)

Please attach a \$10.00 check to Payable to "Town of Rockland" for initial costs.
(some or all of the payment may be refunded).

I recognize I may be charged for reasonable costs for copies, computer disks, or personnel time to comply with this request. I wish to be contacted if costs will exceed \$ _____

Possible costs include:

Documents will be provided at \$0.20 per page / \$0.50 per computer page.
Appropriate postage will be due unless request is picked up.
Personnel cost will be charged in 1/10 hour intervals.
(The lowest paid personnel capable of performing the search will be used.)
Information should be provided within 10 days or an explanation provided in writing.

Requested By: _____ Date ____ / ____ / ____

Received By: _____ Date ____ / ____ / ____

