



**Board of Selectmen**

Town Hall  
242 Union Street  
Rockland, MA 02370

Telephone: 781-871-1874

Fax: 781-871-0386

**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)

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 \$0.05 per page; extra charge for blue prints

Appropriate postage will be due unless request is picked up.

Information should be provided within 10 days or an explanation provided in writing.

Requested By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_