



# Commonwealth of Massachusetts

## Town of Hardwick ~ Inc. January 10, 1739

### PUBLIC RECORDS REQUEST FORM

All public records requests will be responded to within ten (10) days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request, as examples. If you need more space to complete this form, please attach additional information on separate pages. When completed, you may mail, fax, email, or hand-deliver to Town Clerk, Ryan J. Witkos whose contact information can be found at [www.townofhardwick.com/records.html](http://www.townofhardwick.com/records.html). Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

\* Required information

\*Date of Request: \_\_\_\_\_

\*Name of Requestor: \_\_\_\_\_

Firm / Company: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Description of Materials Sought: (Please be as specific as possible when requesting information)

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COPY OF RECORDS (5 cents per page copy fee plus search, redact fee)

Myron E. Richardson Municipal Office Building ~ P. O. Box 575 ~ Gilbertville, MA 01031-0575

Phone: 413-477-6197 ~ Fax 413-477-6703