



136 Elm Street  
Easton, MA 02356

*Town of Easton*  
*Commonwealth of Massachusetts*

## PUBLIC RECORDS REQUEST FORM

**All public records request 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.**

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request:

Description of  
Materials Sought:

Requestors Information:

Name of Requestor:

Firm / Company:

Address:

City:

State:

Zip:

Phone number:

Fax number:

Email:

To the extent feasible, the RAO will provide public records by electronic means, via email, unless the record is not available electronically or the requester does not have the ability to receive or access the records electronically. Should an electronic file be too large to email, the requestor will be asked to provide a USB, or similar means, to obtain the requested files. To the extent available and feasible, the RAO will provide an electronic record in the requester's preferred format.

Please check an option below if your request is to receive the information other than electronically.

COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)

OTHER / ADDITIONAL INFORMATION: