



Town of Grafton

30 Providence Road
Grafton, MA 01519

Tel. (508) 839-5335 • Fax (508) 839-4602

REQUEST FOR PUBLIC DOCUMENTS

Date: _____

Name: _____

Address: _____

Phone: _____

PUBLIC INFORMATION REQUESTED (please be specific: exact documents, dates etc)

There will be a fee charged of \$.20 per page for copying, \$.50 per page for computer printouts. If a record cannot be copied or printed by ordinary means, the actual cost plus service fees may be charged.

Search time for locating, pulling, copying, and reshelving the records, and segregation time to delete exempt data from the public portion of records, can be charged at the hourly rate of the lowest paid employee capable of performing the service. The fee for a computer search is the actual cost of that search. The cost of postage, if any, may also be charged. In the event total charges exceed \$10.00, you will be notified with an estimate to which you may decide to continue or disregard search. All payments for any formal request will be paid in full before onset of search.

You are entitled to receive either the requested information or a written statement stating estimated time to process such information within 10 days of receipt of this formal request form.

Received By: _____

Date Completed: _____

Date Phoned: _____