

## TOWN OF GRAFTON

# OFFICE of the TOWN CLERK

In accordance with G.L. Ch.66, Sec 10 (d), notice is hereby given that any person, upon request and upon payment of a reasonable fee as prescribed by 950 C.M.R.32.00, may receive a copy of any Public record as defined by G.L.Ch.4, Sec. 7(26), from any person having custody of public records.

TOWN CLERK *Kandy L. Lavallee*  
Kandy L. Lavallee-Town Clerk

It's the policy of the Town Clerk's Office is to proceed with any such request after payment has been received. An estimate of the time required to comply with the request, or the procedure involved if such request is extensive in nature, will be provided.

### TOWN CLERK HOURS:

**MONDAY-FRIDAY 8:30 AM-4:30 PM** (closed on major holidays)

**TUESDAY- 8:30 AM-7:00 PM**

**OTHER DEPARTMENT HOURS-PLEASE SEE TOWN CLERK OR VISIT OUR WEBSITE AT [WWW.GRAFTON-MA.GOV](http://WWW.GRAFTON-MA.GOV)**