



TOWN OF ATHOL

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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 Requested:

Description of
Materials Sought:

Requestors Information

Name of Requestor:

Firm / Company:

Address:

City, State and Zip

Phone Fax

Email

Please be as specific as possible when requesting information:

Comment

Format Requested Paper Copy (\$0.05/per page) Examine Only
 Email Mail
 Other Please Explain:

OFFICE USE:

Date Received	<input type="text"/>	Total Fees (if any)	<input type="text"/>
Main Department	<input type="text"/>	Date Paid	<input type="text"/>
RAO	<input type="text"/>	Records Provided	<input type="text"/>