

OFFICE OF THE TOWN CLERK

Veronica Barrett

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(413)232-0300 ext. 300
(413)232-7195 Fax

Public Records Request Form

All public records requests will be responded to within ten (10) business days after it is received by the Town Clerk. Responses may indicate further time is necessary, additional information is required, or an estimate of the 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:

E-mail:

Please be as specific as possible when requesting information. Copies are \$0.05 per page.

Date Received by Clerk :

Initial Response given:

Date of 10th day for initial Response is: _____