



## 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.

Date of Request: \_\_\_\_\_

Name of Requestor (not required): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Materials Sought (be as specific as possible):

Please return to the appropriate Record Access Officer who will complete your request:

<b>City</b> Jennifer Smith City Clerk 62 Friend St. Amesbury, Ma 01913 978-388-8100 Smithj@amesburyma.gov	<b>Amesbury Public Schools</b> Joan Liporto Business Manager 5 Highland St. Amesbury, MA 01913 978-388-0507 Liportoj@amesburyma.gov	<b>Police Department</b> Janet Nicolaisen Records Access Officer 19 School St. Amesbury, MA 01913 978-388-1212 Janet@amesburyma.gov
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