



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:

City	Amesbury Public Schools	Police Department
Amanda Haggstrom City Clerk 62 Friend St. Amesbury, Ma 01913 978-388-8100 Haggstroma@amesburyma.gov	Joan Liporto Business Manager 5 Highland St. Amesbury, MA 01913 978-388-0507 Liporto@amesburyma.gov	Janet Nicolaisen Records Access Officer 19 School St. Amesbury, MA 01913 978-388-1212 Janet@amesburyma.gov