



The Commonwealth of Massachusetts
 STATE RECLAMATION & MOSQUITO CONTROL BOARD
**CENTRAL MASSACHUSETTS
 MOSQUITO CONTROL PROJECT**

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Making a request under the Massachusetts Public Records Law

To make a request for public records under the Massachusetts Public Records Law (M.G.L. c.66, §10), the Central Mass. Mosquito Control Project asks that such a request be put in writing, and include the following information:

*Your Address
 City, State, Zip Code
 Date request mailed*

*Agency Head or records holder
 Name of Agency
 Address of Agency
 City, State, Zip Code*

Re: Massachusetts Public Records Request

Dear _____:

This is a request under the Massachusetts Public Records Law (M.G.L. c 66, §10).

I am requesting that I be provided a copy of the following documents:

[list here a detailed description of reports, data files, or information you seek.]

(Note: To reduce copying charges for large volumes of material, you can request the documents on a computer CD if they exist as computer data files).

[Optional: *"I recognize that you may charge reasonable costs for photocopies, computer disks, or personnel time to comply with this request. If you expect charges to exceed \$XX, please contact me regarding this request". Do this if you have a broad request and you want to limit costs and reduce the scope of your request. Generally you will be notified if your request will exceed \$10.]*

As you are aware, I must be provided with this information within 10 days. If you cannot comply with my request, please provide an explanation in writing.

Sincerely,

Name

Telephone Number [Optional]

Mark your envelope: "**Attention: Massachusetts Public Records Request - Central Mass. Mosquito Control Project.**" You could also send the letter with a postal service return receipt.

The Secretary of the Commonwealth notes that a public records request can be made verbally in person, but it is best to put the request in writing, to avoid confusion about what information you seek, and to create a record if you choose to appeal an inadequate response. There is no specific format required under the Public Records Law, but the format below will effectively communicate your request and help ensure a timely response.

If you do not receive the information in a timely manner, or the official refuses to provide the information, the Secretary of the Commonwealth notes: "A failure to respond within the allotted time period, or a denial in writing from the custodian, allows a requester to appeal to the Supervisor of Public Records. In order to appeal to the Supervisor, you must send a copy of your request letter, with copies of any correspondence provided by the custodian within ninety (90) days. An administrative appeal will then be opened. If the Supervisor determines that the records are public, he or she may order the custodian to provide the records, if necessary. The address of the Supervisor of Public Records is

Supervisor of Public Records
Office of the State Secretary
McCormack Building, Room 1719
One Ashburton Place
Boston, MA 02108