



135 School Street
Walpole, MA 02081

Town of Walpole
Commonwealth of Massachusetts

PUBLIC RECORDS REQUEST FORM

**All public records request will be responded to within ten (10) business 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 of Request:

Description of
Materials Sought:

Requestors Information:

Name of Requestor:

Firm / Company:

Address:

City:

State:

Zip:

Phone number:

Fax number:

Email:

Please be as specific as possible when requesting information:

☐ COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)

☐ OTHER / ADDITIONAL INFORMATION:

OFFICE USE: Received by:

Initial Response:

Subsequent Reviews:

Fees:

Paid:

Records Provided: