

Town of Peru - Town Clerk
3 East Main Road - Suite 102 - Peru MA 01235
Phone # 413-655-8312 Ext. #102
Fax #413- 655-2759
E-mail: townclerk@townofperuma.com
Town Website: townofperuma.com



PUBLIC RECORDS REQUEST FORM

Requester's name _____ Date of request _____

Address _____ Phone Number _____

Description of Request- Be as specific as possible when requesting information.

Please describe in what manner you would like the information disseminated to you (e-mail, hard copies).

Electronically (by Email) _____ Hard Copy

Public Records Access Guidelines: Public Records Law, G.L. c.66 and c.4, §7(26) provides that a municipality must, within 10 business days (Monday through Friday, excluding legal holidays), respond to a request for records by providing access to or a copy of such records, or explaining any delay or denial. These guidelines are intended to assist members of the public seeking access to public records in the custody of the Town of Peru.

TOWN OFFICIAL USE ONLY

Assigned to RAO : _____ Date _____

Extension date requested by RAO (if applicable) _____ Reason:

Records Received Date _____ Fees _____ Paid ____ Check ____ Cash ____

REQUESTER CONFIRM RECEIPT

I confirm that I have received the public record/records that I have requested.

Requester _____ Date _____