

Town of Peru - Town Clerk
3 East Main Road - Suite 102

Peru MA 01235

Tel # 413-655-8312 Ext. #2

Fax #413- 655-2759

E-mail:

townclerk@townofperuma.com



Date Received
Kim Leach -Town Clerk
Super-Records Access Officer

PUBIC RECORDS REQUEST FORM

This Form Must Be Returned By Either;
Postal Mail, E-Mail, Fax or It May Be Hand-Delivered to the Town Clerk at the Town Clerk's Office

Date of request _____ Requester's name _____

Address _____ Town _____

State _____ Zip Code _____ 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). _____ Please note: In addition to the search and segregation fees, records custodians may charge \$0.05 for either single and double-sided black and white paper copies or printouts

E-mail _____

OFFICIAL USE ONLY

Assigned to RAO : _____ Date _____

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

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

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

Requester _____ Date _____