

**PUBLIC RECORDS REQUEST FORM**

**Marjorie A. Macarelli – Records Access Officer (RAO)**  
**Peabody Public Schools Central Office**  
**27 Lowell Street**  
**Peabody MA 01960**  
**978-536-6500**

Your Name: \_\_\_\_\_

Your Company: \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ (day) \_\_\_\_\_ (other)

Email address: \_\_\_\_\_

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I am requesting to **(check one)**:

- Inspect the following public records       Receive copies of the following public records

**Please describe in detail, the public records you are seeking:**

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This request will be processed pursuant to <b><u>the amended Massachusetts Public Records Law</u></b> , Chapter 121 of the Acts of 2016 <a href="https://www.malegislature.gov/laws/sessionlaws/acts/2016/chapter121">https://www.malegislature.gov/laws/sessionlaws/acts/2016/chapter121</a> as published by William Francis Galvin, Secretary of the Commonwealth. Records will generally be provided in electronic format within 10 business days barring an exception. In this case the Records Access Officer will contact the requestor with an explanation for the delay and a good faith estimate of any fees that may be charged for the production of the records and a reasonable timeframe for when the records will be provided, which generally will not exceed 25 business days from the initial request. The alternate RAO for the Peabody Public School District is Herbert W. Levine, Ph.D., Interim Superintendent of Schools.
<b>Fees:</b> It is recognized that the RAO may charge 5 cents for black and white paper copies or computer printouts of public records for both single and double sided sheets.  Beginning January 1, 2017 if a response to public records request requires more than 2 hours of employee time, an agency RAO may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25.00 per hour.
Signature of requestor: _____