PUBLIC RECORDS REQUEST FORM

Lily Bettencourt – Records Access Officer (RAO)
Peabody Public Schools Central Office
27 Lowell St.
Peabody, MA 01960
(978) 536-6500

Name: _____

Company/Organization: _____

Address: _____

_____

Telephone: _____

Email: _____

I am requesting to (check one):

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

Please provide a detailed description of the records you are seeking:

_____

_____

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This request will be processed pursuant to **the amended Massachusetts Public Records Law**, Chapter 121 of the Acts of 2016 https://www.malegislature.gov/laws/sessionlaws/acts/2016/chapter121 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 Josh Vadala, Ed.D. Superintendent of Schools.

Fees:
It is recognized that the ROA 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: _____ Date: _____