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PUBLIC RECORDS REQUEST FORM

**All public records requests will be responded to within ten (10) 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: Date Rec'd Initial Response

Fees: Paid: Records Provided