Appendix A

Public Records Request Form

The Town of Erving provides this form to assist the public in making a request for public documents or records. Use of this form is optional and it is offered only as a convenience to the public. Any request for public records, whether verbal, written on this form, written in some other format, will be acknowledged and replied to as per law.

Requestor’s Information

Name of Individual: ___________________________ Date of Request: ___________________________
Name of Agency: ___________________________
Address: ____________________________________
____________________________________________
Street
____________________________________________
State Zip Code

Telephone: ________________________________ E-Mail ________________________________

Please provide a description of the documents or records requested. Be as specific as possible. Use additional sheets of paper for your request if necessary.

For Official Use Only
Date Received: ___________________________ Date of Response: ___________________________
RAO: ___________________________________
Describe Response: ___________________________