



PUBLIC RECORDS REQUEST FORM

Town of Hardwick, Massachusetts

307 Main St., Gilbertville MA 01031

Phone: (413) 477-6197

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. If you need more space to complete this form, you may attach additional information on separate pages. Once you have completed the form, **mail, fax, email, or hand-deliver to Town Clerk, Paula Roberts** whose contact information can be found at www.townofhardwick.com/records.html

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

* Required information

* **Date of Request:** _____

* **Name of Requestor:** _____

Firm / Company: _____

* **Address:** _____

* **City:** _____ * **State:** _____ * **Zip:** _____

* **Phone number:** _____ * **Fax number:** _____

* **Email:** _____

* **Description of Materials Sought:** (Please be as specific as possible when requesting information)