

(c), (f)

From:

Sent:

To:

Subject:

Attachments:

(c), (f)

Public Records Request

Public Records Request.pdf

Dear (c), (f)

Please find my records request, attached.

Thank you in advance.

(c), (f)

(c), (f)

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(c), (f)

(c), (f)

Dear (c), (f)

Pursuant to the state open records law Mass. Gen. Laws ch. 4, sec. 7, cl. 26; ch. 66, secs. 10 to 18, I write to request access to and a copy of all emails or other written correspondence sent any time in the period from

(c), (f)

If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

If possible, I would prefer these records be sent in digital form.

I agree to pay any reasonable copying and postage fees of not more than \$10.00. If the cost would be greater than this amount, please notify me before generating the records. Please provide a receipt indicating the charges for each document.

As provided by the open records law, I will expect your response within ten (10) business days. See Mass. Gen. Laws ch. 66, Sec. 10(b).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

I would note that willful violation of the open records law can result in a fine and the award of court costs and attorney fees. See Mass. Gen. Laws ch. 231, Sec. 6F.

Thank you for your assistance.

Sincerely,

(c), (f)