

# TOWN OF HINGHAM

## OFFICE OF TOWN CLERK

CAROL M. FALVEY  
TOWN CLERK



### PUBLIC RECORDS REQUEST FORM

All public records requests will be responded to within ten (10) business days from receipt of request. Responses may indicate further time is necessary, additional information is required or an estimate of fees incurred to fulfill the request.

Date of Request: \_\_\_\_\_

Description of Materials Sought (be as specific as possible):

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#### Requestor's Information

Name: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Office Use: Received by \_\_\_\_\_ Initial Response \_\_\_\_\_  
Fees \_\_\_\_\_ Paid \_\_\_\_\_ Records provided \_\_\_\_\_