



TOWN OF SOUTHBRIDGE
FREEDOM OF INFORMATION ACT
PUBLIC RECORDS REQUEST

The Town of Southbridge provides this form to assist our citizens in making a request for public documents or records. Any request, whether verbal or written, whether on this form or via some other format, will be acknowledged and replied to as per M.G.L. All requests must be completed within 10 business days of requested date.

Date of Request: 	Requested by: E-mail: _____ Phone: _____ In-person: _____
Requestor Information: Name: _____ Address: _____ Telephone # _____ FAX # _____ Email address: _____	
Description of information requested (be as specific as possible): 	
Date FOIA Completed: Hours of Production: _____ No. Pages _____	Fee \$ _____ / No Fee _____ (Fees must be collected before the documents are prepared and requestor must be notified of costs).
Person Completing Request: Name: _____	Signature of Requestor: _____
Date Sent to FOA Recorder _____ Yvonne Tortis, ROA Office of the Town Manager	