

### **Example of Public Records Request**

While requests for records may be made verbally, in person, it is preferable to make the request in writing to reduce confusion. A copy of the written request is required to file an appeal with the Supervisor of Records.

Anyone may request records directly from the records custodian. The Law does not require any specific format for making a request, but the sample below may be helpful. It is recommended that your request contain the following information:

*Date request mailed*

*Agency Head or Keeper of the Records*

*Name of Agency*

*Address of Agency*

*City, State, Zip Code*

*Re: Massachusetts Public Records Request*

*Dear \_\_\_\_\_:*

*This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I am requesting that I be provided a copy of the following records:*

*[Please include a detailed description of the information you are seeking.]*

*I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. If you expect costs to exceed \$10.00, please provide a detailed fee estimate.*

*The Public Records Law requires you to provide me with a written response within 10 calendar days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.*

*Sincerely,*

*Your Name*

*Contact Information (address, email, telephone)*

If you do not receive a satisfactory response you may appeal to the Supervisor of Records. See [Appealing a Denial of Access to Public Records in Massachusetts](#) for more information.

### **Appealing a Denial of Access to Public Records in Massachusetts**

Anyone denied access to public records has the right of appeal to the Secretary of State, Supervisor of Records. A records custodian must comply with a request for records within ten (10) calendar days. If a custodian fails to respond within ten (10) days, a requester may file an appeal, so long as the appeal is filed within ninety (90) calendar days of the request. If a response has been provided a requester may appeal within ninety (90) days of the response. To petition an appeal, you must send the Supervisor of Records copies of the following:

1. The written request;
2. The written response, if any; and
3. A brief letter detailing the reason for the appeal.

You may mail, fax or email your appeal. See the contact information below to reach the Public Records Division.

Secretary of the Commonwealth  
Public Records Division  
McCormack Building  
One Ashburton Place, Room 1719  
Boston, MA 02108  
Public Records: 617-727-2832  
Fax: 617-727-5914  
Email: [pre@sec.state.ma.us](mailto:pre@sec.state.ma.us)