

West Barnstable Fire District

GENERAL PUBLIC RECORDS REQUEST

A public records request is a request to either inspect, copy or both, public records. There is no requirement that the request be made in person or in writing, or be in any particular form. The person making the request is not required to identify themselves, or to provide information about the reason for the request or how the records will be used. The request must be clear enough to enable the District to conduct a meaningful search. The District may ask questions about the request in order to respond to the request fully and in a timely manner. The District acknowledges that access to information is a fundamental and necessary right of every citizen.

In order to best serve the public and expeditiously process your request for public records, the preferred but not required method is to request records in writing with this form. We will respond to a public records request within ten (10) business days. Business days are Monday – Friday, 8:00 a.m. to 4:30 p.m. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

OPTIONAL

Name: _____ Date: _____

Address: _____ Email _____

Phone _____ Fax _____

Signature: _____

REQUIRED Public Records Requested:

Delivery Method – Tell us how you would like to get this information.

U.S. Mail _____ Request Completed by _____

Fax _____ Request Completion Date _____

Email _____ Requestor Contacted _____

Directed to Website _____

Request Picked Up By _____

Date Request Picked Up _____