



# TOWN OF LAKEVILLE

346 Bedford Street  
Lakeville, MA 02347  
508-946-8800

Office of the Town Clerk  
Lillian M. Drane, CMC  
Town Clerk/Super Records Access Officer

## **PUBLIC RECORDS REQUEST FORM**

Date of Request:

Description of  
Materials Sought:

### **REQUESTOR INFORMATION:**

Name of Requestor:

Firm / Company:

Address:

City:

Zip:

Phone number:

Email:

Please be as specific as possible when requesting information:

- COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)  
 OTHER / ADDITIONAL INFORMATION:



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## SUPER RAO USE ONLY:

Date Issued to Custodian:

Department/Custodian:

Date of Initial Response:

Date of Further Response:

Date Records Provided:

# of Hours to Fulfill:

Total Fees w/breakdown:

Other:

Amt. Paid/Date: