

APPENDIX A
TOWN OF GILL
PUBLIC RECORDS REQUEST FORM

The Town of Gill provides this form to assist the public in making a request for public documents or records. Use of this form is optional, and it is offered only as a convenience to the public. Any request for public records, whether verbal, written on this form, or written in some other format, will be acknowledged and replied to as per law.

Date of the request: _____

Requestor's Contact information: Name: _____

Address: _____

Telephone: _____

Email: _____

Description of the documents or records requested. Please be as specific as possible. Use additional sheets, if needed. If you are unsure of what records may exist, please call the RAO at (413) 863-8103.

For office use only.

Date received _____ Method of delivery _____ Date responded _____

RAO: _____ Describe response: