



**Town of Newbury
Municipal Offices
Records Access Officers
12 Kent Way
Byfield, MA 01922
Phone: (978) 465-0862
Fax: (978) 572-1228**

FOR OFFICE USE ONLY

Received _____ by: _____
Date: _____
Time: _____

Public Records Request Form

Requester Name: _____
Street Address: _____
City: _____ State: _____ Postal Code: _____
Phone Number: _____
Email Address: _____

Document(s) Requested:

If your document is specific to a department/board or area, please specify:

- Assessors Conservation DPW Finance Fire Health
Inspectional Services Planning Police Town Clerk Other _____
(please specify)

Note: If you are requesting a Public Record from more than one department/board/official, we request a Public Records Request Form for each department/board/official.

Note: All available requested records will be delivered in electronic form *unless* the record is not available in electronic form.

If you do not have the ability to receive or access the records in electronic form please check here:
I require physical copies

What records are being requested? Please be specific as possible, including dates (if known).
