

From: Lisa Lewand [<mailto:neegagner@gmail.com>]
Sent: Thursday, January 05, 2017 7:58 PM
To: jkreidler@townsend.ma.us
Subject: Public records Request

*James Kreidler
Town Administrator
Townsend, Massachusetts 01469*

RE: Massachusetts Public Records Request

Dear Mr. Kreidler:

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10).

I request that I be provided copies of the following records:

All of the Assistant Town Clerk's time records, time sheets, time cards, etc. from 07/01/15 through 01/05/17, inclusive.

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. Electronic copies instead of paper would be acceptable. If you need me to supply a thumb-drive, let me know. If you expect costs to exceed \$10.00, please provide a detailed fee estimate before proceeding. The Public Records Law requires you to provide me with a written response within 10 business days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing. Please respond to this email when you receive it in your office so I may have a record of your receipt for my records.

Sincerely,

Lisa A. Lewand

3 Wyman Road

West Townsend, MA. 01474