

**PUBLIC RECORDS REQUEST FORM WITH REQUIRED DOCUMENTATION TO BE MAINTAINED
BY THE RECORDS ACCESS OFFICER (ROA) FOR EACH PUBLIC REQUEST**

Instructions: this form is to be completed by the Records Access Officer for each public request received by the Newburyport Retirement System		
1.	Name and Requestor:	
	Address of Requestor:	
	Telephone Number:	
2.	Date the request was received:	
3.	Nature of the request:	
4.	Date a response was provided to the Requestor:	
5.	Date public record was provided to the Requestor:	
6.	Number of hours required to fulfill the request:	_____ Hours _____ Minutes
7.	Fees charged, if any:	\$_____
8.	If applicable, was a petition submitted under clause (iv) of subsection (d) of section 10:	Yes _____ No _____ Please Explain:
9.	If applicable, was the requests appealed under section 10A:	Yes _____ No _____ Please Explain:
10.	The time required to comply with Supervisor of Public Records orders under said section 10A:	_____ Hours _____ Minutes
11.	Indicate the final adjudication of any court proceedings:	Please Explain:

_____ **Date:**

_____ **Signed by the Records Access Officer Laurie J. Burton:**