



**REQUEST OF PUBLIC RECORDS
LYNN INSPECTIONAL SERVICES DEPARTMENT**

FREEDOM OF INFORMATION ACT, GENERAL LAWS, CHAPTER 66,
SECTION 10 AND CHAPTER 4, SECTION 7, CLAUSE TWENTY-SIXTH
AND TITLE 950: OFFICE OF THE SECRETARY OF THE COMMONWEALTH
CHAPTER 32:0: PUBLIC RECORDS ACCESS REGULATIONS

Freedom of information regulations state in part , “Every person having custody of any public record shall, at a reasonable time, and without unreasonable delay, permit the record to be inspected and examined by an person, under such supervision as may be appropriate, and shall furnish one copy thereof upon payment of reasonable fee...”

**THERE IS A TEN (10) DAY PERIOD FROM DATE OF RECEIPT
IN WHICH TO PROVIDE SUCH DOCUMENTATION.**

PLEASE PROVIDE WHAT INFORMATION YOU ARE REQUESTING:

ADDRESS REQUESTED _____

BLOCK _____ LOT _____ SUFFIX _____ MAP # _____

REQUESTOR _____

TELEPHONE NUMBER _____

FAX NUMBER _____

PLEASE PRINT NAME _____

SIGNATURE _____

APPROVED _____