



**Town of Canton**

**PUBLIC RECORD REQUEST FORM**

Submit record request to:

FOR MUNICIPAL REQUESTS

FOR CANTON PUBLIC SCHOOL REQUESTS

Town of Canton  
Tracy Kenney, Records Access Officer  
801 Washington Street  
Canton, MA 02021  
Phone: 781-821-5013  
Fax: 781-821-5016  
[rao@town.canton.ma.us](mailto:rao@town.canton.ma.us)

Canton Public Schools  
Barry Nectow, Records Access Officer  
960 Washington Street  
Canton, MA 02021  
Phone: 781-821-5060 Ext 1245  
Fax: 781-575-6500  
[nectowb@cantonma.org](mailto:nectowb@cantonma.org)

All public record requests will be responded to within ten (10) days after receipt of the request.

Date: \_\_\_\_\_

Description of Record(s) Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred method of response: Email \_\_\_\_\_ Mail \_\_\_\_\_ In Person \_\_\_\_\_

Preferred format of documents requested: Paper copies \_\_\_\_\_ Disk or USB Drive \_\_\_\_\_ Email \_\_\_\_\_

I recognize I may be charged for reasonable costs for copies, computer disks or personnel time to comply with this request.

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_