



## Town of Canton

### PUBLIC RECORD REQUEST FORM

Submit record request to:

FOR MUNICIPAL 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)

FOR CANTON PUBLIC SCHOOL REQUESTS

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

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

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

Description of Record(s) Requested:

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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: \_\_\_\_\_