



# Town of Andover

## REQUEST FOR INSPECTION, EXAMINATION OR COPYING OF PUBLIC RECORDS

I hereby request that I be permitted to:

Inspect

Examine

Obtain one (1) copy of

the following public record(s) of the Town of Andover:

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I hereby certify that I have read, understand fully, and agree to abide by the attached form, "Town of Andover, Fees for Copies of Public Records"

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Received by (Dept): \_\_\_\_\_ Date & Time: \_\_\_\_\_ By: \_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Amount Due: \_\_\_\_\_

## Town of Andover

### Fees for Copies of Public Records

1. **Except where fees for copies and research of public records are prescribed by state statute,** we shall charge no more than the following fees for copies of public records:
  - a. the actual cost of any storage device or material provided to a person in response to a request for public records may be included as part of the fee;
  - b. the charge for black and white paper copies or printouts of records shall not exceed 5 cents per page, for both single and double-sided black and white copies;
  - c. for requests for non-computerized public records a prorated fee based on the hourly rate of the lowest paid employee capable of performing the task may be assessed for search time and segregation time expenses, as defined by 950 CMR 32.03. In addition, a per page copying fee under 950 CMR 32.06(1)(b) may be assessed;
  - d. for a search of computerized records the actual cost incurred from the use of the computer time may be assessed;
  - e. for copies of public records not susceptible to ordinary means of reproduction, the actual cost incurred in providing a copy may be assessed.
2. Estimates. We shall provide a written, good faith estimate of the applicable copying, search time and segregation time fees to be incurred prior to complying with a public records request where the total costs are estimated to exceed ten dollars.
3. Postage: We may assess the actual cost of postage.
4. Inspection of Public Records. We will not assess a fee for the mere inspection of public records, unless compliance with such a request for inspection involves "search time" in which case a fee under 950 CMR 32.06(1)(c) may be assessed.
5. Waiver of Fees. We will consider waiver of fees where the disclosure of public records would benefit the public interest