



**Town of Uxbridge
Building Department**

21 South Main Street, Room 203
Uxbridge, MA 01569

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Record Request Form

The Town of Uxbridge requests that all record requests be in writing. Please provide us with the following information:

Address where records should be shipped: Address: _____ City/Town: _____ Zip: _____ E-Mail: _____ Fax: _____	Name and contact information of requester: Name: _____ Company: _____ Phone: _____ Fax: _____ E-mail: _____
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Requested documents (please be specific):

Fees: Pursuant to M.G.L. c. 66, § 10, a custodian may charge \$0.20 per page for photocopies and \$0.50 per page for computer printouts. The Department charges \$5.00 for records contained on disc. Additionally, the custodian may charge the hourly rate of the lowest paid employee capable of searching and segregating the documents. *See* 950 CMR 32.06(1)(c).

Exempt Documents: All records in the possession of the Department are considered public records; however, under M.G.L.c.4, § 7(26) the Department must withhold certain information.