



Town of Uxbridge
Office of the Town Manager
21 South Main Street
Uxbridge, MA 01569

Phone # (508) 278-8600 X 2001 Fax # (508) 278-0709

Record Request Form

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

Name and contact information of requester: Name: _____ Company: _____ Phone: _____ Fax: _____ E-mail: _____	Address where records should be shipped: Address: _____ City/Town: _____ Zip: _____ E-Mail: _____ Fax: _____
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Specific requested documents (general requests/searches will not be fulfilled):

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 for and segregating the documents. See 950 CMR 32.06(1)(c).