



**Town of Uxbridge
Building Department**

21 South Main Street, Room 203

Uxbridge, MA 01569

Phone # (508) 278-8600 X 2014 Fax # (508) 278-0709

Email: buildingdept@uxbridge-ma.gov

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: _____

Specific requested documents (*general request/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 and segregating the documents. See 950 CMR 32.06(1)(c).