



ADAMS FIRE DISTRICT

THREE COLUMBIA STREET
ADAMS, MA 01220-1398

TEL. 413.743.0179
TEL. 413.743.0978
FAX. 413.743.0896

PUBLIC RECORDS REQUEST FORM

TO MOST EFFICIENTLY SATISFY YOUR PUBLIC RECORD REQUEST, WE ASK FOR THE FOLLOWING INFORMATION:

NAME: _____

ADDRESS: _____

TOWN/CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

FULL DESCRIPTION OF THE INFORMATION YOU ARE REQUESTING. PLEASE INCLUDE DATES OR DATE RANGES IF APPLICABLE:

WE WILL CONTACT YOU WITH AN ESTIMATED COST, IF APPLICABLE. PAYMENT MUST BE RECEIVED BEFORE YOUR REQUEST IS PROCESSED.

ALL CHECKS SHOULD BE MADE PAYABLE TO: ADAMS FIRE DISTRICT

WHEN THE INFORMATION/DATA HAS BEEN COMPILED, WE WILL CONTACT YOU. PLEASE ALLOW UP TO TEN (10) BUSINESS DAYS TO FULFILL YOUR REQUEST.

SIGNATURE: _____ DATE: _____

OFFICE USE

10th day to respond by: _____

Received by: _____ Initial Response: _____ Subsequent Reviews: _____

Fees: _____ Paid: _____ Records Provided: _____