



# CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Lynn City Hall - 3 City Hall Square, Room 103, Lynn, MA 01901

Tel: (781) 598-4000 Fax (781) 477-7031

## REQUEST FOR PUBLIC RECORDS

**Freedom of Information Act, MGL Chapter 66, Section 10 and Chapter 4, Section 7, Clause 26 and Title 950:**

**Office of the Secretary of the Commonwealth Chapter 32:0 Public Records Access Regulations**

*Freedom of Information regulations state in part, 'Every person having custody of any public record shall at a reasonable time, and without unreasonable delay, permit the record to be inspected and examined by a person, under such supervision as may be appropriate, and shall furnish one copy thereof; upon payment of reasonable fee'*

**THERE IS A TEN (10) DAY PERIOD FROM DATE OF RECEIPT  
IN WHICH TO PROVIDE SUCH DOCUMENTATION**

*For expedited service, please provide an email address for responses.*

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

Map# \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_

Description of information being requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

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

**Fee \$25.00**

Office Use Only

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**This form can be mailed, faxed, submitted in person or emailed (preferred) to ISDonline@lynnma.gov**

BUILDING - PLANNING - HEALTH - ELECTRICAL - GAS - PLUMBING - MAINTENANCE