



CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Room 401, Lynn City Hall, 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: _____

Requestor Name: _____ Date: _____

Telephone Number: _____

Email: _____

Fax Number: _____

Signature: _____

Office Use Only

Approved: _____ Date: _____

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