



**TOWN OF BERKLEY**  
MASSACHUSETTS

OFFICE OF  
TOWN CLERK  
Deborah Pereira

[www.townofberkleyma.com](http://www.townofberkleyma.com)

Information Request Form

Date and Time of Request: \_\_\_\_\_

Information Requested:      Copies      Viewing

Description of Documents/Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, Address & Phone Number of Party Making Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fees in accordance with Massachusetts General Laws, Chapter 66, Title X, Public Records, and 90 C C.M.R., as posted in the Berkley Town Office Building, Town Clerk's Office. A custodian of a public record shall, within 10 days following receipt of a request for inspection or copy of a public record, comply with such request.

\_\_\_\_\_  
Signature of Person Requesting Information

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Number of Pages: \_\_\_\_\_ Total Time (If Applicable) \_\_\_\_\_

Cost (If Applicable): \_\_\_\_\_

Date Project Picked up: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title