



Methuen Contributory Retirement System

41 Pleasant Street, Suite 313, Methuen, MA 01844

Tel: 978-983-8620

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Michael Hennessy Louise Moss John T. Sheehy Robert Sheehan Albert J. Trott

PUBLIC RECORDS REQUEST FORM

To: Kaitlyn Doucette, Records Access Officer
Methuen Contributory Retirement System
41 Pleasant Street, Suite 313
Methuen, MA 01844
Email: kdoucette@ci.methuen.ma.us (please include RAO in the subject)

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email: _____

I am requesting a copy of the following public records (Please include a detailed description of the information you are seeking):

- I understand that there may be a charge of fees for copies as well as personnel time needed to comply with this request. _____ (initial)
- I understand that Public Records Law requires you to provide me with a written response within ten (10) business days from receipt of this request. I also understand that it may take up to twenty-five (25) business days to comply with this request, if a detailed explanation in writing is provided and mutually agreed upon. _____ (initial)

Signature: _____ Date: _____