



## 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](mailto: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):

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- 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: \_\_\_\_\_