



**TOWN OF HAMILTON
TREASURER/COLLECTOR**
Tel: 978-468-5575 Fax: 978-468-2682

PUBLIC RECORDS REQUESTS

For all Public Record Requests from the Treasurer/Collector's office, we require the following information:

1. Please submit a written request. If requesting tax information, please include specific tax category and tax year, as well as the parcel owner's name, address and parcel ID (Map and Lot).
2. Please include a phone number where you can be reached.
3. All requests must include a stamped, self-addressed envelope, unless you make arrangements to pick up your request in the the Treasurer/Collector's office.
4. There is a \$.50 per page copying fee. Please check with the Collector's office at time of request for total amount due.

All public requests will be processed within ten (10) days from date of receipt.

“Any citizen may, at his discretion, obtain copies of certain public records from local officials for a fee provided for in this chapter.” “A custodian of a public record shall, within ten days following receipt of a request for inspection or copy of a public record, comply with such request.” (M.G.L. Ch. 66, S 10)