



P.O. Box 429
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Hamilton, MA 01936

Phone
Fax
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(978) 468-5599
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PUBLIC RECORDS REQUEST FORM

It is the goal of the Town of Hamilton to provide the public with access to all information defined as public by law or regulation, while maintaining the confidentiality of information exempted from release. So that we may fully comply with all laws and regulations, records requested will be mailed within ten days of your request. Written estimates will be mailed within ten days when the estimated cost to provide those records exceeds \$10.00.

In order that we may find the information you seek, please fill out the following:

Date of Request:

**Description of
Materials Sought:**

Name of Requestor:

Company:

Address:

City

Zip:

Phone number:

Fax number:

Email:

Fees payable to: Town of Hamilton

Check or Money Order Only

-----*For office Use Only*-----

OFFICE USE: Received by:

Initial Response:

Fees Paid:

Records Provided:

This letter is in response to your request for records from this department.

- We have searched and have found no records.
- The records requested are entirely public and are enclosed without segregation.
- The records requested are entirely exempt from release and will not be provided to you. The specific exemption relied upon in the decision is checked off below.
- The records requested contain both public and non-public information. Non-public information has been segregated from the enclosed. The specific exemption(s) relied upon to exempt the segregated data is checked off below.

Massachusetts General Laws Chapter 4, Section 7, Clause 26 – Exemptions from the Public Records Act

- A. Data exempted from disclosure by statute. The Specific statute is:**
 - Abatement Applications C.59 S. 60
 - Absentee Ballots C. 54 S. 108
 - Air Pollution Control C. 111 S. 142B
 - Alcohol treatment records C. 111b S. 11
 - Bank Examination Records C. 167 S. 2
 - Blind Persons Records C. 6 S. 149
 - Business School License Applications C. 75D S. 3
 - Capital Facility construction project records C. 30 S. 39R
 - Conflict of Interest requests for opinion C. 268A S. 22
 - Consumer Protection Investigation C. 268 S. 6(6)
 - Criminal Offender Record information C. 6 S. 167
 - Sealed Delinquency probation records C. 276 S. 100B
 - DSS Central Registry C. 119 S. 51F
 - DYS Records C. 120 S. 21
 - DPH Inventory of services C. 111 s. 25A
 - Drug Addiction Treatment Records C.111e S. 18
 - Employment agencies data C.140 S. 46R
 - Employment security data C.151A S. 46
 - Exemption of Legislature C. 66 S. 18
 - Evaluation of Special needs Children C.71B S.3
 - Executive Sessions C. 30a S. 11a; C34 S. 9F; C. 39 S. 23B
 - Fetal Death Reports, C. 111 S. 202
 - Firearms Bureau Records C. 66 S. 10D
 - Genetically linked diseases testing records C. 76 S. 15B
 - Financial Assistance to Handicapped or aged C. 66 S. 71
 - Hazardous substance reports C. 111F S. 21
 - Hazardous waste disposal site records C. 21D S. 6
 - Hazardous Waste facilities C. 21C S. 12
 - Historical / archeological sites/specimen inventory C. 9 S. 26A
 - Home address / Phone numbers of Public Safety Personnel, victims of adjudicated crimes and Family planning service providers C 66 S. 10
 - Hospital Records C. 111 S. 70
 - Reports of Hospital Staff Privilege revocation C. 111 S. 53B
 - Impounded Birth Records C. 46
 - Industrial Finance Agency Commercial or Financial data C 23A s. 31
 - Inspector General Investigations C 12A S 13
 - Insurance Records, C. 164 S. 85
 - Juvenile Records, C. 119 S. 60
 - Malignant Disease Reports, C. 111 s 111B
 - MCAD Investigations, C. 151B S. 5
 - MTDC Corporate records, C. 40G S. 10
 - Mental Health facilities records, C. 123 S. 36
 - Motor vehicle insurance merit rating, C. 6 S. 183
 - National Heritage Programs data, C. 66 S. 17D
 - Patient Abuse Information, C. 111 S. 72I
 - Patient's Rights Records, C 111 S. 70E
 - Personal Data, C. 66A S. 1
 - Aged Persons Protective Services records, C 19A S. 23
 - Public Assistance Records, C. 66 s. 17A
 - Public Assistance Wage Reporting, C. 62E S. 8
 - Public Officers/Employees Financial Interest disclosures C. 268B S. 3
 - Rape Reports C. 41 S. 97D
 - Reyes Syndrome reports C. 111 S. 110B
 - Street Lists, Court Order Granting Protection C. 51 S. 4
 - Student Records C. 71 S. 34D
 - Venereal Disease records C. 111 S. 119
 - Vocational rehabilitation records C. 6 S. 84
 - Persons Requesting Sex Offender Registration information, C. 6 S. 178I
- B. Internal Rules and Practices**
- C. Identities of victims, witnesses, reporting parties or informants. Also medical information or anything of a personal nature.**
- D. Departmental memos**
- E. Personal notes of any employee**
- F. Investigative materials, including reports where court action is not yet completed. This includes motor vehicle citations where criminal charges are pending**
- G. Trade secrets**
- H. Contract Proposals and Bids**
- I. Appraisals of real property**
- J. Identities of Persons requesting or granting firearms licenses**

What if I am denied information I think I am entitled to?

First, please call the Town Manager Department at 978-468-5572. If after doing so you still believe that you have been denied information you are entitled to, you may call the Secretary of the Commonwealth's Public Records Division at 617-727-2832