

Town of Agawam



36 Main Street
Agawam, MA 01001
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PUBLIC RECORDS REQUEST

The Town of Agawam is dedicated to provide the highest quality of customer service in accordance with Massachusetts Public Records Law. Your request is not required to be in writing, nor is it required that your name and intended use of the requested records be disclosed.* the information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner.

To be completed by employee if not completed by the requester based on the nature or form of the request.

*Name of Requester:	Date:
Street Address	City, State, ZIP
Phone	E-Mail Address
Information Requested: <i>Please be specific.</i> Records sought must be identified with sufficient clarity in order to allow the Town of Agawam to identify, retrieve and review the records. The Records Access Officer is available to assist by advising you of the manner in which records are kept. <i>Please Print.</i>	
Type of Record Requested: _____ Relevant Date(s) _____	
Please staple additional pages as necessary.	
Completed Response	
Date Requester Notified _____ By: _____ Via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone	
Date Response <input type="checkbox"/> Mailed, <input type="checkbox"/> Picked Up or <input type="checkbox"/> Inspected: _____	
Total Cost _____ including actual postage cost _____	
Number of Copies Requested _____ @ \$0.05 per page	Total Fee _____
Copies of Other Materials _____ @ _____	Total Fee _____

Form PRR-1 (New 2/6/17)

Record(s) not available:

- Record has never been maintained by the Town.
- Records are no longer maintained or have been disposed of pursuant to the Records Retention Schedule.
- Record is prohibited from release due to the following State or Federal Law:
 - Specifically or by necessary implication exempted from disclosure by statute (M.G.L. c. 4, §7(26) (a). _____
 - related solely to internal personnel rules and practices of the government unit, provided however, that such records shall be withheld only to the extent that proper performance of necessary governmental functions requires such withholding (M.G.L. c. 4, §7(26) (b)).
 - Personnel and medical files or information; also any other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy (M.G.L. c. 4, §7(26) (c)).
 - inter-agency or intra-agency memoranda or letters relating to policy positions being developed by the agency; but this subclause shall not apply to reasonably completed factual studies or reports on which the development of such policy positions has been or may be based. (M.G.L. c. 4, §7(26) (d)).
 - notebooks and other materials prepared by an employee of the commonwealth which are personal to him and not maintained as part of the files of the governmental unit. (M.G.L. c. 4, §7(26) (e)).
 - investigatory materials necessarily compiled out of the public view by law enforcement or other investigatory officials the disclosure of which materials would probably so prejudice the possibility of effective law enforcement that such disclosure would not be in the public interest. (M.G.L. c. 4, §7(26) (f)).
 - trade secrets or commercial or financial information voluntarily provided to an agency for use in developing governmental policy and upon a promise of confidentiality; but this subclause shall not apply to information submitted as required by law or as a condition of receiving a governmental contract or other benefit. (M.G.L. c. 4, §7(26) (g)).
 - proposals and bids to enter into any contract or agreement until the time for the opening of bids in the case of proposals or bids to be opened publicly, and until the time for the receipt of bids or proposals has expired in all other cases; and inter-agency or intra-agency communications made in connection with an evaluation process for reviewing bids or proposals, prior to a decision to enter into negotiations with or to award a contract to, a particular person. (M.G.L. c. 4, §7(26) (h)).
 - appraisals of real property acquired or to be acquired until (1) a final agreement is entered into; or (2) any litigation relative to such appraisal has been terminated; or (3) the time within which to commence such litigation has expired. (M.G.L. c. 4, §7(26) (i)).
 - the names and addresses of any persons contained in, or referred to in, any applications for any licenses to carry or possess firearms issued pursuant to chapter one hundred and forty or any firearms identification cards issued pursuant to said chapter one hundred and forty and the names and addresses on sales or transfers of any firearms, rifles, shotguns, or machine guns or ammunition therefor, as defined in said chapter one hundred and forty and the names and addresses on said licenses or cards. (M.G.L. c. 4, §7(26) (j)).
 - [T]hat part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of chapter four. G. L. c. 78, § 7.
 - questions and answers, scoring keys and sheets and other materials used to develop, administer or score a test, examination or assessment instrument; provided, however, that such materials are intended to be used for another test, examination or assessment instrument. (M.G.L. c. 4, §7(26) (l)).
 - contracts for hospital or related health care services between (i) any hospital, clinic or other health care facility operated by a unit of state, county or municipal government and (ii) a health maintenance organization arrangement approved under chapter one hundred and seventy-six I, a nonprofit hospital service corporation or medical service corporation organized pursuant to chapter one hundred and seventy-six A and chapter one hundred and seventy-six B, respectively, a health insurance corporation licensed under chapter one hundred and seventy-five or any legal entity that is self-insured and provides health care benefits to its employees. (M.G.L. c. 4, §7(26) (m)).
 - records, including, but not limited to, blueprints, plans, policies, procedures and schematic drawings, which relate to internal layout and structural elements, security measures, emergency preparedness, threat or vulnerability assessments, or any other records relating to the security or safety of persons or buildings, structures, facilities, utilities, transportation, cyber security or other infrastructure located within the commonwealth, the disclosure of which, in the reasonable judgment of the record custodian, subject to review by the supervisor of public records under subsection (c) of section 10 of chapter 66, is likely to jeopardize public safety or cyber security. (M.G.L. c. 4, §7(26) (n)).
 - the home address, personal email address and home telephone number of an employee of the judicial branch, an unelected employee of the general court, an agency, executive office, department, board, commission, bureau, division or authority of the commonwealth, or of a political subdivision thereof or of an authority established by the general court to serve a public purpose, in the custody of a government agency which maintains records identifying persons as falling within those categories; provided that the information may be disclosed to an employee organization under chapter 150E, a nonprofit organization for retired public employees under chapter 180, or a criminal justice agency as defined in section 167 of chapter 6. (M.G.L. c. 4, §7(26) (o)).
 - the name, home address, personal email address and home telephone number of a family member of a commonwealth employee, contained in a record in the custody of a government agency which maintains records identifying persons as falling within the categories listed in subclause (o). (M.G.L. c. 4, §7(26) (p)).
 - Adoption contact information and indices therefore of the adoption contact registry established by section 31 of chapter 46. (M.G.L. c. 4, §7(26) (q)).
 - Information and records acquired under chapter 18C by the office of the child advocate. (M.G.L. c. 4, §7(26) (r)).
 - trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy; provided, however, that this subclause shall not exempt a public entity from disclosure required of a private entity so licensed. (M.G.L. c. 4, §7(26) (s)).
 - Members of public retirement boards are required by statute to file a statement of financial interest with the Public Employee Retirement Administration Commission. The statement of financial interest document is exempt from disclosure under Exemption. (M.G.L. c. 4, §7(26) (t)).
 - trade secrets or other proprietary information of the University of Massachusetts, including trade secrets or proprietary information provided to the University by research sponsors or private concerns. (M.G.L. c. 4, §7(26) (u)).