



TOWN OF BURLINGTON

Town Clerk's Office

*Amy E. Warfield, Town Clerk, CMC, CMMC
Linda A. McNeill, Assistant Town Clerk
Kirsten Midgley, Administrative Assistant*

*Daniel C. McCormack, CA
Records Manager/Archivist
Kate O'Shea, Administrative Assistant*

Guidelines to assist persons seeking access to public records in the custody of the Town of Burlington

The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information.

In order to assist members of the public with accessing public records in the custody of the Town of Burlington the following guidelines are provided.

Records Access Officers. The following individuals have been appointed as Records Access Officers, they can be contacted at:

Amy E. Warfield
Town Clerk – General Business
Town of Burlington
29 Center ST
Burlington, MA 01803
phone: 781-270-1660
fax: 781-238-4692
email: awarfield@burlington.org
clerk@burlington.org

for the Police Department:
Chief Tom Browne or his designee
45 Center ST
Burlington, MA 01803
Phone: 781-272-1212
Email: tbrowne@bpd.org

for the Burlington Public Schools:
Eric Conti
Superintendent of School
123 Cambridge St
Burlington, MA 01803
Phone: 781-270-1800
Email: conti@bpsk12.org



Record Requests Procedures:

- Although not required, requests for public records should be submitted in writing in order to ensure that the Office accurately and completely responds to your request.
- A request for public records should include a reasonable description of specific records being requested.
- Requests can be submitted during normal business hours:
Monday, Tuesday and Thursday – 8:30am-4:30pm; Wednesday – 8:30am-7pm;
Friday – 8:30am-1pm.

Under some circumstances the Town may assess a reasonable fee for the production of public records. (as outlined in the MGL c.66 and c.4, §7(26))

- The public records maintained by the Town include, but are not limited to, the following:
 - Accounts Payable-vendor, billing information
 - Annual Town Reports
 - Audits
 - Budgets
 - Building Permits
 - Business Certificates
 - Contracts
 - Election Results
 - Incident Reports
 - Liquor Licensing
 - Listings of Businesses
 - Payroll Records
 - Minutes and Agendas of Boards and Committees
 - Real Estate/Personal Property Taxes
 - Real Estate Assessments
 - Street Listings
 - Town By-Laws (General and Zoning)
 - Town Meeting Warrants and Minutes
 - Town Policies
 - Voter Lists
 - Zoning Board of Appeals and Planning Board Decisions

The Town website maintains some public records available for public inspection and copying. These records are available on the individual department or committee's webpage.

- There may be charges involved with a Public Request for Labor and production costs – they may include \$25 per hour for labor and/or 5 cents a page for hard copies. A reasonable estimate will be give prior to starting the work.

Public Records Request Form Attached



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PUBLIC RECORDS REQUEST

Date: _____

Information of Requestor

| | |
|-------------------|--|
| Name: | |
| Address: | |
| City, State, Zip: | |
| Phone: | |

Public Information Requested (Please specify in exact detail)

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_____ **NON-OFFICIAL** (Fee to be determined by record clerk)
_____ **OFFICIAL** (Committee or Board)

FOR OFFICE USE ONLY

| | |
|----------------------------|--|
| Date Information Released: | |
| Information Picked Up By: | |
| Fee Charged: | |

Signature of Record Clerk: _____

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