

SAUGUS CONTRIBUTORY RETIREMENT BOARD
25R MAIN STREET
TOWN HALL ANNEX
SAUGUS, MASSACHUSETTS 01906

Telephone: 781-558-2903
Telephone: 781-558-2892

Email: scrs@saugusretirement.org
Website: www.saugusretirement.org

**REQUEST FOR INSPECTION, EXAMINATION OR COPYING OF PUBLIC RECORDS FROM THE
TOWN OF SAUGUS CONTRIBUTORY RETIREMENT SYSTEM**

I hereby request to:

_____ Inspect

_____ Examine

_____ Obtain one (1) copy of

The following public record(s) of the Town of Saugus Contributory Retirement System:

I hereby certify that I have read, understand fully, and agree to abide by the attached form,
"Town of Saugus Contributory Retirement System, Fees for Copies of Public Records"

Signature:

Full Legal Name Printed:

Legal Place of Residence:

Received By:

Date:

Amount Due:

Total pages copied:

Provided to Requestor:

Date:

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**TOWN OF SAUGUS CONTRIBUTORY RETIREMENT SYSTEM
FEES FOR COPIES OF PUBLIC RECORDS**

1. **Except where fees for copies and research of public records are prescribed by state statute or local by-laws,** the staff of Saugus Contributory Retirement Board shall charge no more than the following fees for copies of public records:
 - a. For photocopies of a public record of standard reproducible size: \$.20 per page.
 - b. For copies of public records not accessible using standard means: Actual cost of labor and materials.
 - c. A fee equal to the hourly rate of the lowest paid employee in the Retirement Office shall be charged for search time. Such fee will not be more than \$25.00 per hour unless such rate is approved by the Supervisor of records through a petition. (see Massachusetts Public Record Law for more details of a petition) This fee is in addition to per page copy costs.
 - d. For computer printout copies of a public record: \$0.05 per page.
2. The Retirement Office staff shall provide, if requested, a written good faith estimate of the copying and search time fees prior to complying with the request when the total costs are estimated to exceed \$25.00.
3. The Retirement Office staff will not assess a fee for the inspection of public records, unless compliance with such request for inspection takes more than 4 hours, in which case 1b shall apply.

DOCUMENT AVAILABILITY

1. Requests for copies will be handled promptly; however, in those instances when staff time is not available, individuals will be advised when copies will be available.
2. Retirement Office staff must make copies.
3. The staff will set a date, time and location for documents to be viewed upon request.
4. Members of committees requesting copies of public records will be charged a fee unless a letter is presented from the committee chairperson (or designee) requesting the document for the use of the entire committee.