



# TOWN OF SPENCER

Memorial Town Hall  
157 Main Street  
Spencer, Massachusetts 01562

[www.spencerma.gov](http://www.spencerma.gov)

## BOARD OF ASSESSORS

Telephone: (508) 885-7500 x165  
Fax: (508) 885-7512

### Public Information Access

Linda LeBlanc – Public Records Access Officer

Email: [lleblanc@spencerma.gov](mailto:lleblanc@spencerma.gov)

Regular Business Days: Monday through Wednesday

Availability: 7:30am to 4:30pm

The Records Access Officer shall at reasonable times and without unreasonable delay permit inspection or furnish a copy of any public record not later than (10) business days following the receipt of the request, provided that:

1. The request reasonable describes the public record sought;
2. The public record is with the possession of the Department;
3. Payment of a reasonable fee, if any, is received.

Requests may be made in person (verbally), in writing, by mail, facsimile or email. A written request is not required but is recommended.

The Records Access Officer, to the extent feasible, shall provide the public record in the requestor's preferred format, or, in the absence of a preferred format, in a searchable, machine readable format.

The actual cost of reproducing the record or any storage device may be charged to the requester. Single and double-sided black & white paper copies or printouts cannot exceed \$.05.

If a municipality is required to search for, compile, segregate, redact or reproduce a records request, the records access officer may include an hourly rate not to exceed \$25 per hour.

#### Records Available:

- Assessor's Maps - which are used for Assessment purposes only. Mapping information is also available online by using the GIS Mapping link provided on the home page. Use the magnifying glass icon found on the top right corner of the page and follow the search instructions.
- Property Record Cards - which contain Owner, Sales, Construction, Assessment, and Land information for real estate. These records can also be accessed by using the link found on the GIS Mapping. Once you have completed your mapping search, the menu on the left side of the page will open the property record card link.
- Personal Property Record Cards
- Board of Assessor's Agendas and Minutes

Recorded deeds and plans can be obtained through the Worcester District Registry of Deeds at [www.masslandrecords.com](http://www.masslandrecords.com)