



TOWN OF SPENCER
Office of the Town Clerk
Memorial Town Hall
157 Main Street, Spencer, MA 01562

LAURA J. TORTI,
TOWN CLERK
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Public Records Access Information

Records Access Officers

Laura Torti, Town Clerk (ltorti@spencerma.gov)
Brynn Johnson, Assistant Town Clerk (bjohnson@spencerma.gov)

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 ten (10) business days following the receipt of the request, providing that:

- 1) The request reasonable describes the public record sought;
- 2) The public record is within 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 request. Single and double-sided black and white paper copies or printouts cannot exceed \$.05/page.

A request to, compile, segregate, redact or reproduce a records request, may include an hourly rate not to exceed \$25.00 per hour.

Records Available from the Town Clerk's Office:

Election Records	General Bylaws
Voter Records	Zoning Bylaws
Town Meeting Minutes	Subdivision Bylaws
Zoning Board of Appeals and Planning Board Initial Filings and Decisions	Annual Reports
Pole/Conduit Records	Tax Liens
Flammable Storage Records	Dog License Records
DBA Records (Business Certificates)	
Oath of Office Records	
Street Lists	
Annual Reports	

The Town of Spencer is an Equal Opportunity Provider and Employer.