

Spencer Fire Department

11 West Main Street
Spencer, MA 01562
508-885-3555
508-885-32732 (Fax)



Fire Chief Robert P. Parsons – Public Records Access Officer

Email: rparsons@spencerma.gov

Regular Business Days: Monday through Friday

Availability: 8am to 4pm

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 formant,] 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 devote more than two hours 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:

Fire Incident Reports

Inspections Performed

M.G.L. c 148A Code violations citations

Investigation Reports

Permits issued

Bylaw Tickets

Civilian complaints