

The Massachusetts Public Records Law provides a means for access to public documents and other information. This right of access requires that the City produce copies of records, allow for inspection of the records, or notification of a denial within 10 business days of the request in the absence of an extension.

How to Submit a Request

- [For Municipal Requests, please submit your request online here](#)

When making your request, please remember:

- Be as specific as possible about the documents you are seeking
- Give a start date and end date for your search
- All responses will be electronic unless other arrangements are made
- The City may charge a reasonable fee in some cases

Fees

The City may charge fees as follows:

- If a request will take more than two (2) hours, the City may charge a reasonable fee, up to \$25 per hour to collect, segregate and redact the documents if necessary.
- The City is permitted to charge \$.05 per copy, or for the cost of a portable storage device.
- The City will require payment before fulfilling a request

Some records maintained by the City are exempt from disclosure. If such records are requested, the City will be required to deny the request and will notify you of the reasons for the denial:

Vital Records

If you are looking for copies of birth, death or marriage certificates, please see the [City Clerk's Office webpages](#), and select the type of vital record you are looking for from the left hand column.

Police Records

If you are looking for copies of accident reports or incident reports of the Police Department, please visit [the Police Department's website](#). If you wish to create a public records request, [please click here](#).

Records Access Officers

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Newton Public Schools:

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