

**Town of Westfield, Vermont**  
**Office of the Town Clerk**  
**Request for Inspection or Copying of Public Record(s)**

Date \_\_\_\_\_

Dear Custodian:

Pursuant to the Vermont Public Record Act, 1 V.S.A. §§ 315-320, I hereby request to inspect the following public record(s):

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

(If applicable) I hereby request a copy of the above record(s) in the following format:

\_\_\_\_\_

I agree to pay reasonable and customary costs for these copies. (Complete this section if you have a disability requiring an accommodation): I request the following accommodation(s) in order to access the public record(s) I seek:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have questions about this request, please call me at \_\_\_\_\_, or email me at \_\_\_\_\_

\_\_\_\_\_

Thank you for your help.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

The Custodian for the Office of Town Clerk shall retain the original of this form for record keeping purposes and provide the requestor with its copy.