

**Town of Plymouth, Vermont**  
**Request for Inspection or Copying of Public Record(s)**

Date \_\_\_\_\_

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(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 \_\_\_\_\_.

Thank you for your help,

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

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

If the Clerk is currently unavailable to assist, they will inform the Requestor and ask to set up an appointment, or request the Clerk's Office to provide the documents within 7 days of the request. If the documents are not easily accessible, the Clerk's office will notify the requestor within 10 days of an estimate of cost and time to produce the documentation.