

From foiairect@townforms.com
Subject **Request# 2020-0021 : Request Submission Acceptance Confirmation**
To efalcon@aclum.org
Date Mon, 13 Apr 2020 20:13:26 +0000

Town of Topsfield, MA
Public Record Request Number:2020-0021
Requester: **Emilano Falcon-Morano**
Request Date:**Tuesday, April 7, 2020 8:00:00 AM**
Response Due Date:**Wednesday, April 22, 2020**

Dear Emilano Falcon-Morano :

We have received your public Records request for Town of Topsfield. This record is being assigned to appropriate department. The department reviewer will review the request and create an effort estimate to create the response. Per state mandate, for Town of Topsfield, if the effort estimate is more than 2 hours, we will create a proposed cost estimate and will email such estimate to your attention. Once you approve the amount and send the payment, we will start working on your request.

In case the estimate is less than 2 hours, we will proceed to work on the response and will send you the response once the work is completed. Please also note that state mandate allows us to complete and send the response within **10 business days**. We will do our due diligence towards this effort. However, the due date may be extended for any of the following reasons:

1. Any clarification that is required from you towards this request will stop the clock. The clock will be resumed once the proper clarification is received.
2. Payment of estimated effort – The time it takes to receive the due amount will be added to the original due date.
3. If in the opinion of the reviewer it is determined that original due date cannot be met despite reasonable effort, the due date shall be extended based on reviewer's judgment. You will be promptly notified in such case with revised due date.

Thank you.

Mary Willis, Super RAO
Town Clerk Department
Town of Topsfield
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Topsfield, MA 01983
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Email: bwillis@topsfield-ma.gov