

Board of Selectmen
P.O. Box
___TOWN___, MA 01234

___DATE___

Ladies and Gentlemen:

Under the provisions of the Commonwealth's Public Records Law, M.G.L. c. 66 § 10, and related statutes, I am requesting a copy of the traffic engineering study supporting the posted XX m.p.h. speed limit on _____ Road. This study is required by the federal Manual on Uniform Traffic Control Devices, approved by the Commonwealth of Massachusetts in M.G.L. c. 85 § 2.

I am prepared to reimburse the Board of Selectmen for the fees of photocopying the records I have requested, as provided in 950 CMR 32.

If all or any part of this request is denied, please cite the specific exemptions included in M.G.L. c. 4 § 7(26) that you think justify your refusal to release the information, and inform me of the appeal procedures available to me under law.

I am also enclosing a copy of SPR Bulletin No. 3-03 from Supervisor of Records Alan N. Cote. <<http://www.sec.state.ma.us/arc/arcrmu/rmubul/bul303.htm>>

I would appreciate your handling this as quickly as possible, and I look forward to hearing from you within 10 days, as the law stipulates.

Sincerely,

NAME
ADDRESS