

## **Public Records Requests**

**Jayne Boissonneault, Town Clerk and Melissa Parra, Assistant Town Clerk are the Records Access Officers for the Town of Dracut (excluding schools) and are responsible for receiving, tracking and responding to public records requests.**

**Public records requests regarding records in the possession of the Town of Dracut can be made via email to: [jboissonneault@dracutma.gov](mailto:jboissonneault@dracutma.gov) and/or [mparra@dracutma.gov](mailto:mparra@dracutma.gov)**

**Hand delivered, or mailed to:**

**Town Clerk's Office  
Public Records Request  
62 Arlington St., Rm. 113  
Dracut, MA 01826**

**Questions regarding how to file a public records request or the status of a public records request can be made via telephone at: (978) 453-0951, by email, or in person.**

**All requests will be responded to consistent with the regulations issued by the MA State Division of Public Records.**