

Records Request Checklist

**The following is a list of Public Records maintained by the Town.
Please review and check next to the records that you are requesting.**

<u>Check</u>	<u>Records Available by Department</u>
	Accountant
	Paid warrants
	Accounts payable- vendors, billing information
	General ledger with revenues and expenditures
	W9 and 1099 Forms
	Audited financial statements
	Written Correspondence
	Email Correspondence
	Administration
	Meeting Minutes of:
	Board of Selectmen
	Community Preservation Committee
	Conservation Commission
	Finance & Advisory Committee
	Historic Commission/Historic District Commission
	Iron Rail Commission
	Planning Board
	Wenham Affordable Housing Trust
	Wenham Issues of Social Services
	Zoning Board of Appeals
	Audits
	Budgets
	Contracts
	Insurance
	Liquor Licensing
	Personnel Policies/Handbook
	Grants documents
	Procurement data and documents
	Town Administrator reports
	Written Correspondence
	Email Correspondence
	Board of Assessors
	Meeting agendas and minutes
	Real estate assessments
	Maps
	Property assessment Cards
	Abutter's lists
	Abatement applications & certificates
	Exemption applications & certificates
	Motor vehicle info
	Chapter land applications
	Property tax maps

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<u>Check</u>	<u>Records Available by Department</u>
	Board of Assessors (Cont'd)
	Written Correspondence
	Email Correspondence
	Board of Health
	Meeting agendas and minutes
	Soil test applications and results
	Septic maintenance and inspection reports
	Applications for Disposal Work Construction permits – new and repair
	Approved plans for Disposal Work Construction permits
	Well permits
	Food service establishment permits
	Recreational Camps for Children permits
	Pleasant Pond water sampling results (Memorial Day to Labor Day weather permitting)
	Complaints of state sanitary code, environmental code and nuisance laws
	Public Pool permits and inspections forms
	Written Correspondence
	Email Correspondence
	Building & Inspectional Services
	Building permits, applications and plans
	Permits and applications for electrical, plumbing, gas and sheet metal permits
	Property files
	Occupancy permits
	Annual inspection certificates
	Street opening/curb cut permits
	Written Correspondence
	Email Correspondence
	Community Preservation Commission
	Meeting agendas and minutes
	Applications for funding
	Trust Fund Reports
	Reports from funding recipients
	Written Correspondence
	Email Correspondence
	Conservation Commission
	Meeting agendas and minutes
	Decisions - Orders of Conditions, Determinations
	Applications for resource area delineation with plans
	Enforcement orders
	Notice of intent applications and plans
	Request for determination of applicability and plans
	Written Correspondence
	Email Correspondence

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<u>Check</u>	<u>Records Available by Department</u>
	Council on Aging
	Meeting agendas and minutes
	Tax Work Off Applications
	Property Tax Abatements
	Circuit Breaker Tax Rebate
	Written Correspondence
	Email Correspondence
	Department of Public Works
	Town accepted street list
	Requests for bids/proposals and response
	Storm Water Permitting
	Paving Projects
	Sidewalk Projects
	Written Correspondence
	Email Correspondence
	Fire Department
	Site Information – including inspections and sale closings
	Fire permits
	Incident Reports
	Written Correspondence
	Email Correspondence
	Historic District Commission / Historical Commission
	Certificates of appropriateness
	Applications
	Written Correspondence
	Email Correspondence
	Library
	Meeting agendas and minutes
	Written Correspondence
	Email Correspondence
	Planning Board
	Meeting agendas and minutes
	Decisions
	Special permit decisions
	Site plan review decisions
	Endorsed approval not required plans
	Approved preliminary subdivision plans
	Approved definitive subdivision plans
	Property specific correspondence
	Written Correspondence
	Email Correspondence

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<u>Check</u>	<u>Records Available by Department</u>
	Police Department
	Motor vehicle crash reports
	Arrest records
	Parking tickets
	Motor vehicle citations
	Incident reports
	Protective custody reports
	Civilian complaints
	Animal control/inspection calls and reports
	Written Correspondence
	Email Correspondence
	Town Clerk
	Business certificates
	Election Records
	Street listings
	Bylaws – General, Zoning, amendments, Rules & Regulations governing the subdivision of land
	Board of Selectmen minutes
	Town Meeting warrants and minutes
	Election Warrants and Results
	Voter lists
	Decisions of ZBA, Planning and Conservation
	Pole Records
	Flammable Storage Records
	Log of Oaths of Office
	Campaign Finance Reports
	Dog Licensing
	Vital Certificates
	Public Meeting agendas
	Public records requests
	Conflict of interest disclosures
	Open meeting law complaints
	OML & Ethics compliance documents
	Fee schedule
	Raffle and bazaar permits
	Non-criminal dispositions
	Resident/voter data
	Records of Burials and Deeds
	Written Correspondence
	Email Correspondence

Records Request Checklist

<u>Check</u>	<u>Records Available by Department</u>
	Treasurer/Collector
	Investments and bank accounts
	Taxes - RE, personal property, deferred taxes, tax title, taxes in foreclosure & litigations
	Motor Vehicle and Boat Excise Tax
	Payroll Records
	Real Estate/Personal Property billing
	Motor Vehicle Excise Billing
	Written Correspondence
	Email Correspondence
	Water Department
	Commission meeting agendas and minutes
	Water system information
	Water quality analysis
	Procurement data and documents
	Written Correspondence
	Email Correspondence
	Zoning Board of Appeals
	Meeting agendas and minutes
	Decisions
	Applications requesting a variance or Special Permit
	Special permit or appeal to building inspector's decisions
	Actions of Zoning Enforcement Officer – Complaints, enforcement orders, determinations
	Comprehensive Permit Applications - 40B's
	Written Correspondence
	Email Correspondence