



PUBLIC RECORDS REQUESTS

All public records within the Devens Enterprise Commission's (DEC) custody may be inspected by any person during regular office hours (8:30AM – 4:30PM, Monday through Friday, excepting Statutory Holidays). To obtain a copy of any public record(s), you must make a request orally or in writing to the Devens Enterprise Commission offices at 33 Andrews Parkway, Devens, MA. Any person seeking access to a public record or any portion thereof shall provide a reasonable description of the requested record to DEC Staff so that he or she can identify and locate it promptly. Please be advised that the DEC will charge a fee for the time spent searching, redacting, photocopying and refiling a record.

DEC Staff will make every effort to respond to all public records requests as swiftly as possible. If the cost to compile the request (searching, redacting, photocopying and refiling a record) is expected to exceed ten (\$10.00) dollars, DEC Staff will provide a good faith estimate of the cost of providing the record. Payment of the estimated fee must be submitted prior to the DEC compiling the record request. Below are the current fees for copies of public records:

Photocopies of paper and non-computerized public records (8.5"x 11")	*\$0.05 per page
Photocopies of paper and non-computerized public records (11"x 17")	*\$0.10 per page
Computerized printout copies	*\$0.05 per page
Photocopies of Site Plans	*\$6.00 per sheet (24"x36") *\$8.00 per sheet (30"x 42")
Digital/Electronic Copies (on zip drive)	*\$5.00

**Prorated fee is \$25.00/hr. for staff time spent compiling, copying, and/or refiling a record(s)*

The DEC may also assess the actual cost of postage if the public records request is to be mailed to the requestor.

DEC REGULATIONS AND ASSOCIATED PLANS

All DEC Bylaws, Rules and Regulations and associated documents are available free of charge on the DEC website at www.devensec.com. Hard copies of these documents are also available from the DEC offices for a fee:

Devens Reuse Plan	\$25.00 (hard copy only)
DEC Bylaws	\$20.00
DEC Rules and Regulations	\$30.00
Devens Stormwater Pollution Prevention Plan	\$20.00
Devens Water Resources Protection Report	\$20.00
Devens Open Space and Recreation Plan	\$50.00 (hard copy only)
Devens Main Post Trails Plan	\$50.00 (hard copy only)