



**City of Marlborough  
140 Main Street  
Marlborough, MA 01752**

*Guidelines to assist persons seeking access to public records in the custody of the  
City of Marlborough*

The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information.

In order to assist members of the public with accessing public records in the custody of the Office of the Secretary of the Commonwealth (Office), the following guidelines are provided.

Requests for all City of Marlborough and Marlborough Community Development Authority (the "MCDA") public records, *excluding Marlborough Police Department public records*, should be directed to Steven W. Kerrigan, Marlborough City Clerk, who is the City's Records Access Officer.

Mr. Kerrigan, the City of Marlborough and MCDA Records Access Officer can be contacted at:

Steven W. Kerrigan  
City Clerk  
City of Marlborough  
140 Main Street, 1<sup>st</sup> Floor  
Marlborough, MA 01752  
Phone: 508-460-3775  
Fax: 508-460-3723  
Email: [cityclerk@marlborough-ma.gov](mailto:cityclerk@marlborough-ma.gov)  
Public Records Request Form: [https://www.marlborough-ma.gov/sites/marlboroughma/files/uploads/public\\_record\\_request\\_form\\_-\\_city.pdf](https://www.marlborough-ma.gov/sites/marlboroughma/files/uploads/public_record_request_form_-_city.pdf)

Marlborough City Hall Hours:  
Monday: 8:30 AM – 7:00 PM, except July and August when hours at 8:30 AM – 5:00 PM  
Tuesday – Friday: 8:30AM - 5:00PM

Requests for all Marlborough Police Department public records should be directed to Karen Lambert who is the Marlborough Police Department's Records Access Officer.

Ms. Lambert, the Marlborough Police Department Records Access Officer can be contacted at:

Karen Lambert  
Administrative Assistant/Records  
Marlborough Police Department  
355 Bolton Street  
Marlborough, MA 01752  
Phone: (508) 485-1212 ext. 36975  
Email: [klambert@marlborough-ma.gov](mailto:klambert@marlborough-ma.gov)  
Link to MPD Public Records Request Form: [https://www.marlborough-ma.gov/sites/marlboroughma/files/uploads/public\\_record\\_request\\_form\\_-\\_police.pdf](https://www.marlborough-ma.gov/sites/marlboroughma/files/uploads/public_record_request_form_-_police.pdf)

Marlborough Police Department Records Department hours:  
Monday – Friday: 9:00 AM – 5:00 PM

Although not required, requests for public records should be submitted in writing in order to ensure that the City accurately and completely responds to your request.

A request for public records should include a reasonable description of specific records being requested.

Under some circumstances the City may assess a reasonable fee for the production of public records.

The public records maintained by the City include, but are not limited to, records contained within the following areas of the City of Marlborough:

- Accounts Payable and Vendor Information
- Bid Results and Procurement Information
- Budget and Payroll Information
- Building Permits
- Business Certificates
- City Code and Zoning Code
- City Policies
- Contracts
- Election Results
- Incident Reports
- Licensing information
- Minutes, Agendas, and Decisions of City of Marlborough Boards and Commissions
- Real Estate Assessments
- Real Estate/Personal Property Tax Information
- Street listing
- Voter lists

The City of Marlborough website also contains many records that are available for public inspection without requiring a request to the Records Access Officers.