

## **Guidelines for Making a Public Records Request to Commonwealth Corporation**

Please submit your Public Records Request in writing. Please include your first and last name, phone number, email address and mail address in the Request. You may submit your Public Records Request by hand, by mail or by email at [PublicRecordsRequest@commcorp.org](mailto:PublicRecordsRequest@commcorp.org). Commonwealth Corporation has designated the following employee as the Records Access Officer who will assist requesters in fulfilling their requests. Only questions pertaining to the Public Records Request process or status should be sent to the business email account of the Records Access Officer.

John Niles, Commonwealth Corporation Records Access Officer  
Title: Director of Policy & Strategic Development, Youth Pathways  
Business address: 2 Oliver Street, 5th floor, Boston, MA, 02109  
Business telephone number: 617-717-6921  
Business email: [jniles@commcorp.org](mailto:jniles@commcorp.org)