

## **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.

Daniel DeMaina, Commonwealth Corporation Records Access Officer

Title: Communications Director

Business Address: 2 Oliver Street, 5th floor, Boston, MA, 02109

Business telephone number: 617-717-6933

Business email: [ddemaina@commcorp.org](mailto:ddemaina@commcorp.org)