

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. 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.

Kirstin Salmela, Commonwealth Corporation Records Access Officer

Title: Executive Assistant

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

Business telephone number: 617-650-1849

Business email: Ksalmela@commcorp.org