

# Guidelines for Making a Public Records Request to COMMONWEALTH CORPORATION

LAST UPDATED: DEC 15, 2021

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.

## COMMONWEALTH CORPORATION RECORDS ACCESS OFFICER

<b>Name:</b>	Tracy Ferguson
<b>Title:</b>	Executive Assistant
<b>Business Address:</b>	2 Oliver Street, 5th floor Boston, MA, 02109
<b>Business Telephone:</b>	(617) 717-6910
<b>Business Email:</b>	<a href="mailto:tferguson@commcorp.org">tferguson@commcorp.org</a>