

# Guidelines for Making a Public Records Request to COMMONWEALTH CORPORATION

LAST UPDATED: JUNE 27, 2023

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>	Kim Caiado
<b>Title:</b>	Executive Assistant
<b>Business Address:</b>	33 Harrison Ave Boston, MA 02111
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