

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Town Manager; Lagimonier, Michelle](#)  
**Subject:** Online Form Submittal: Public Records Request Form  
**Date:** Friday, February 28, 2025 1:30:07 PM

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## Public Records Request Form

For more information regarding public records, please visit the [Public Records Center page](#).

Requester Name	Stacy Freeman
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Email Address	
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Phone	
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Mailing Address	
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City	
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State	
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Zip Code	
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Is This Request One of the Following Types:	<i>Field not completed.</i>
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Description of Records Sought	
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SmartProcure is submitting a Right to Know request to the Town Of Salem for any and all purchasing records from 9/11/2020 to current. That date is negotiable based on time, cost or availability of records.

The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity

5. Line item price

6. Vendor ID number, name, address, contact person and their email address

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Is This Request for  
Commercial Use?

Yes

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How Do You Wish to  
Receive or View  
Records?

Email

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Email not displaying correctly? [View it in your browser.](#)