

## **File Reviews**

The Fire Prevention Bureau maintains address files for properties in the city. These files do not contain Incident Reports. Often a request is made to review these files when an environmental site assessment is being conducted.

Hours that reviews are conducted are

Monday – Friday

Excluding holidays

7:30 AM and 9 AM and 4 PM and 5 PM

The cost of a review is \$100.00 to be paid by bank check or money order

All file review appointments must be made in advance

The location of the file review is 42 Pleasant Street

A review may be requested either by telephone (508-583-2933), or in writing. When making the appointment, please indicate as much information as possible (i.e., project location including street address to enable the records keeper to locate requested files.