



# Town of Sterling

## Office of the Town Clerk

1 Park St, Butterick Municipal Bldg.

Sterling Massachusetts 01564

Home of 'Mary had a Little Lamb'

Tel 978 422 8111 ext 2307

Email [TownClerk@Sterling-ma.gov](mailto:TownClerk@Sterling-ma.gov)

### PUBLIC RECORDS REQUEST FORM

**All public records request will be responded to within ten (10) business days after receipt of request. Further time to obtain the information may be necessary, or additional information may be required, or an estimate of fees required to fulfill the complete request.**

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request:

Description of  
Materials Sought:

Name of Requestor:

Address, City, Zip:

Phone number:

Fax number:

Email:

Please be as specific as possible when requesting information:

COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)

OTHER / ADDITIONAL INFORMATION: