



# Town Of Sterling

## Board of Selectmen

### TOWN OF STERLING, MASSACHUSETTS PUBLIC RECORD REQUESTS

TO KEEPER OF THE RECORDS: \_\_\_\_\_  
(enter name of Board, Department, Committee or Official)

I respectfully request copies of the following documents, pursuant to Section 10 of Chapter 66 of Massachusetts General Laws:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORD (S) REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Fill in First and Last Name

If Document is to be mailed or sent via facsimile, please fill in the following information:

MAILING ADDRESS: \_\_\_\_\_  
CITY/TOWN, STATE, ZIP CODE \_\_\_\_\_  
TEL. NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE

REQUEST RECEIVED BY: \_\_\_\_\_  
DATE AND TIME RECEIVED: \_\_\_\_\_

The following charges do not apply to certain public documents whose fees are set by State Law or possibly by Town By-law (e.g. Police, Town Clerk, etc.).

# of Pages \_\_\_\_\_ x \$ .20/page (8&1/2" x 11") = \$ \_\_\_\_\_  
# of Pages \_\_\_\_\_ x \$ .25/page for microfilm copies  
# of Pages \_\_\_\_\_ x \$ .50/page for computer printouts  
# of Pages \_\_\_\_\_ All other records @ statutorily set fees and charges = \$ \_\_\_\_\_  
TOTAL FEE = \$ \_\_\_\_\_

Charges for custom reproductions (e.g. maps, blueprints) shall be the actual cost of reproduction plus travel/ transportation, w applicable.

SEARCH TIME: In addition to the per page charge, search time for locating, pulling, copying, and reshelving the records, and segregation time to delete exempt data from the public portion of a record, will be charged at the hourly rate of the lowest paid department employee capable of performing the service. The fee for a computer search is the actual cost of that search. The cost of postage, if any, shall also be charged.

**IF DOCUMENTS ARE RECEIVED IN PERSON, PLEASE ACKNOWLEDGE BY SIGNING ON THE LINE BELOW**

SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_