



# Town of Sturbridge

Lynne Girouard  
Town Clerk

## PUBLIC RECORDS REQUEST FORM

It is the goal of the records division of the Town of Sturbridge to provide the public with access to all information defined as public by law or regulation while maintaining the confidentiality of information exempted from release. So that we may fully comply with all the laws and regulations, records requested will be ready within ten business days of your request.

**All Reports require prepayment-** To have the report mailed to you provide a S.A.S.E.

## Form of Request

|   |      |           |           |     |
|---|------|-----------|-----------|-----|
| Date of Request   |      |           |           |     |
| Requestor:<br>Contact Info:                                     |      |           |           |     |
| Form of Request   | Mail | Email     | In Person | Fax |
| Subject of Request  |      |           |           |     |
| Department  |      | Submitted |           |     |
| Were any fees charged in connection with this request<br>Yes No |      |           |           |     |
| Total Fee \$  |      |           |           |     |
| Copy Cost\$   |      |           |           |     |
| Search and Segregation Time                                     |      |           |           |     |
| Paid Employee   |      |           |           |     |
| Hourly Rate\$   |      |           |           |     |
| Compliance Date   |      |           |           |     |
| Approval Signature:   |      |           | Date:     |     |