



Town Of Sterling Select Board

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, where 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: _____