



Business (978) 422-7331
Facsimile (978) 422-0222

Sterling Police Department
135 Leominster Road
Sterling, Massachusetts 01564

Chief of Police
Gary M. Chamberland

REQUEST FOR PUBLIC RECORDS

Per Law all request for public records must be answered within ten business days. We will make every effort to provide routine request in much less time. **All requests** must be made to the Record Access Officer, Michelle Johndrow.

To ensure we provide you with the proper records you are requesting and to ensure timely compliance we request you complete the form provided. Completion of this form is not required but it will ensure we provide you with a timely and accurate service.

What records do you want? Be specific as possible please. Date of the incident, person's name, type of incident etc:

We will contact you when your records are ready. Occasionally some records will be denied or redacted. If that is the case you have the right to appeal to the Secretary of State. That information will be provided to you when you receive the denial.

If you provide us with an e-mail address we can most often send you the reports requested.

Contact Person Name: _____

E-mail Address: _____

Phone
number: _____

Date of
Request: _____

Internal Use Only

Results: _____ Provided _____ Denied _____ Redacted

Date: Complied with _____

Appeal or other: _____