



# STERLING POLICE

www.sterlingpd.com DEPARTMENT

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

Sterling Police Department  
135 Leominster Road  
Sterling, Massachusetts 01564

Chief of Police  
Sean W. Gaudette

## REQUEST FOR PUBLIC RECORDS

Per law, all requests for public records must be answered within ten (10) business days. We will make every effort to provide routine requests in less time.

**All requests** must be made to the Record Access Officer, Dawn L. Metcalf

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

### ***What records do you want?***

Be as specific as possible. Date of incident/accident, person's name, type of incident, etc.

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You will be contacted 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 almost always send you your information that way.

Contact person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of request: \_\_\_\_\_

\_\_\_\_\_

### Internal Use Only

Results: \_\_\_\_\_ Provided \_\_\_\_\_ Denied \_\_\_\_\_ Redacted

Deadline to comply: \_\_\_\_\_ Date complied with: \_\_\_\_\_

Appeal or other: \_\_\_\_\_