

Sterling Police Department
135 Leominster Rd
Sterling MA, 01564
978-422-7331

REQUEST FOR PUBLIC RECORD

All requests for public records will be answered as quickly as possible, in no case more than ten days. All requests will be directed to the administrative assistant of the police department during normal working hours. Requests made during off hours will be made in writing and forwarded to the administrative assistant.

There is a charge of .50 per page for reports picked up in person. Mailed reports will also include a charge for postage. (Domestic violence reports for victims are free of charge.)

Request for reports that require a manual search or segregating non-public from public information will require an hourly labor charge.

Request for reports should be as comprehensive and specific as possible. Date of incident names of parties involved etc.

If a report is denied or redacted a reason will be provided, you have the right to appeal the denial with the Secretary of State.

All requests for personal medical information, criminal offender information, firearms licenses will be denied.

Contact Person's Name and Number _____

Date Requested_____

Record requested_____

Report Provided _____ Record Denied: Reason_____.