



# ***Town of Sturbridge***

***Department of Inspectional Services***

***Building Code Enforcement***

***Nelson B. Burlingame - Building Commissioner***

***[nburlingame@town.sturbridge.ma.us](mailto:nburlingame@town.sturbridge.ma.us)***

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## **OPEN RECORDS REQUEST**

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Please fill out this "Open Records Request" form to request public information (PIR). The Town of Sturbridge accepts Open Records Request in any legible format; this form is intended to be a guide to help expedite requests.

- Make a copy of the form for your records.
- Please send a completed form via:
  - Mail: Town of Sturbridge, 308 Main Street, Sturbridge, MA 01566
  - Fax: 508.347.8243
  - Email: [cforjit@town.sturbridge.ma.us](mailto:cforjit@town.sturbridge.ma.us)

Open Records Requests (ORR) a/k/a Public Information Act (PIA) requests should contain the following information:

***Please input your contact information below. Required fields are marked with an asterisk (\*).***

**Name (\*):** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Type of Requestor:** \_\_\_\_\_

**Mailing Address (\*):** \_\_\_\_\_

**City (\*):** \_\_\_\_\_ **State (\*):** \_\_\_\_\_ **Zip Code (\*):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number (\*):** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Please provide the complete name(s) of the site/facility and address that you are enquiring about (\*):**