

TOWN OF SUNDERLAND  
PUBLIC RECORDS REQUEST FORM

The Town of Sunderland provides this form to assist the public in making a request for public documents or records. Use of this form is optional, and it is offered only as a convenience to the public. Any request for public records, whether verbal, written on this form, or written in some other format, will be acknowledged and replied to as per law.

Date of the Request: \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of the documents or records requested. Please be as specific as possible. Use additional sheets, if needed. If you are unsure of what records may exist, please call the main number at (413) 665-1441.

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**For office use only.**

Date received: \_\_\_\_\_ Date responded: \_\_\_\_\_

RAO: \_\_\_\_\_ Describe response: \_\_\_\_\_