



**Town of Sudbury  
Public Record Request Form**

(Completion of this form is optional, but assists us by identifying records requested, providing methods for communication with questions and specifying options for receipt of records)

**Record Requests Must Be Submitted to: Town of Sudbury**  
**Records Access Officer**  
**278 Old Sudbury Road**  
**Sudbury, Ma 01776**  
**Phone: 978-639-3381**  
**Fax: 978-443-0756**  
[rao@sudbury.ma.us](mailto:rao@sudbury.ma.us)

Requesting records of \_\_\_\_\_ Date \_\_\_\_\_  
(Department or Committee)

Please describe record(s) requested (attach an additional page if necessary):

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Choose option below:

- I wish to receive record electronically by email
- I wish to receive record on disc or USB drive
- I wish to receive record in paper form
  - I will pick up
  - Please mail
  - Please fax (Provide fax number) \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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