



Freetown Police Department

RECORDS REQUEST

225 Chace Road, East Freetown, MA 02717

Bus.: 508-763-4017

Fax: 508-763-4010

Records requested will be responded to within ten (10) business days of your request. Records will be made available at the police station, mailed or e-mailed depending on the requestor's preference, type of record, and record format.

In order that we may provide you with the information you request, please complete the following:

Name(s) of persons involved:

Type of incident:

Date and time of incident or date and time reported:

So that we may provide this information to you, please fill out the following:

Your name (the "Requestor"):

Your address:

Your telephone number:

Your e-mail address:

Fees Established Pursuant to M.G.L. c. 66, § 10

Copies or printouts.

950 CMR 32.07(2)(e)

\$0.05 per page.

Records not susceptible to reproduction by ordinary means.

950 CMR 32.07(2)(h)

Actual Cost of Reproduction

Searching & compiling requested records. Redacting and segregating when required by law or under authority of the Supervisor of Public Records.

950 CMR 32.07(2)(d), 950 CMR 32.07(2)(i)

Lowest hourly rate of person capable of compiling, segregating, redacting and reproducing record, but not more than \$25.00 /hr.

950 CMR 32.07(2)(m)

Cost of reproducing the record on any storage device

Actual Cost

950 CMR 32.07(2)(g)

Postage

Actual Cost

950 CMR 32.07(2)(j)

Department Use Only

Request Initially Received by: _____

RECORDS OFFICER USE ONLY

Department	Police
Department Records Access Officer/Clerk	Chief
Date Initial Request Received	
Date of Initial Response	
Date of Further Response	
Date Record Provided	
Number of Hours Required to Fulfill Request	
Total Fees w/Breakdown	
Amt. Paid / Date Payment Received	
Other	