NATICK POLICE DEPARTMENT
20 EAST CENTRAL STREET NATICK, MA 01760
RECORDS PHONE (508) 647-9530/RECORDS FAX (508) 647-9531

PUBLIC RECORD REQUEST FORM

DATE OF REQUEST	NATURE OF REQUEST
REQUESTER NAME AND ADDRESS	REQUESTER PHONE NUMBER/EMAIL/FAX NUMBER
DATE OF INCIDENT	LOCATION OF INCIDENT
LOG NUMBER/REPORT NUMBER	NAME(S) OF INVOLVED PARTY

FORM OF REQUEST(check one):

☐IN-PERSON ORAL ☐IN-PERSON WRITTEN ☐VIA POSTAL MAIL ☐VIA ELECTRONIC MAIL

RESPONSE TO THE REQUEST: **FOR DEPARTMENT USE ONLY**

INITIAL RESPONSE DUE: _____/_____/_____ INITIAL RESPONSE PROVIDED: _____/_____/_____ RECORDS PROVIDED: _____/_____/_____

RESPONSE (check all that apply):

☐ COMPLIED WITH THE REQUEST (the records were provided either in a redacted or unredacted format)

☐ DENIED THE REQUEST ☐ OBTAINED AN EXTENSION OF TIME ☐ SUGGESTED A REASONABLE MODIFICATION OF THE SCOPE OF THE REQUEST

☐ PROVIDED THE REQUESTER WITH A REASONABLE FEE ESTIMATE

WERE ANY FEES CHARGED IN CONNECTION WITH THIS REQUEST? ☐ YES ☐ NO

IF YES, ANSWER THE FOLLOWING:

TOTAL FEE CHARGED: $_____ ESTIMATE PROVIDED? ☐ YES ☐ NO PAYMENT RECEIVED? ☐ YES ☐ NO

ITEMIZATION OF FEE CHARGED (check all that apply):

☐ Copy Costs: $_____ ☐ Cost of Medium: $_____

☐ Search and Segregation Time: $_____ Hours Required to Fulfill Request:_____

Lowest Paid Employee Capable:_____ Hourly Rate:_____

☐ EXTENSION OF TIME Date Filed: _____/_____/_____ Supervisor Response: _____/_____/_____
Time Requested: _____days Time Granted: _____days

☐ S&S TIME FEES Date Filed: _____/_____/_____ Supervisor Response: _____/_____/_____
Fee Requested: $_____ Fee Granted: $_____

☐ HR RATE INCREASE Date Filed: _____/_____/_____ Supervisor Response: _____/_____/_____
Rate Requested: $_____ Rate Granted: $_____

☐ SUPERVISOR OF PUBLIC RECORDS Date Filed: _____/_____/_____ Supervisor Response: _____/_____/_____
Result:
Date to Comply with Order: _____/_____/_____

☐ SUPERIOR COURT Date Filed: _____/_____/_____ Final Adjudication: _____/_____/_____
Result:

Report requests are processed as expeditiously as possible. You will receive a response to your request within 10 business days.

For Department Use Only: *Accident____Log____Police Report___Other____*