APPLICATION FOR PUBLIC ACCESS TO RECORDS

REQUESTS FOR COURT DOCUMENTS SHOULD BE DIRECTED TO THE COURT DEPARTMENT

EMAIL A COPY (NO FEE)
Please include your email address in the information below

I HEREBY APPLY TO: OBTAIN A COPY ($.25 per 8 ½" X 11" per page, per side. All other sizes based on the town fee schedule)

INSPECT A COPY

OF THE FOLLOWING RECORD(S):   (See second page if you are requesting records pertaining to the Police Department)

_____
DATE INFORMATION REQUESTED

_____
EMAIL ADDRESS

_____
NAME OF PERSON REQUESTING INFO (please print)

_____
SIGNATURE OF PERSON REQUESTING INFO

_____
BUSINESS/GROUP REPRESENTATIVE (if applicable)

_____
ADDRESS/ZIP

_____
DAYTIME TELEPHONE NUMBER / FAX NUMBER

_____   _____
SIGNATURE RECORDS ACCESS OFFICER   DATE

DEPT. REFERRED TO_____   RESPOND TO TOWN CLERK BY:_____

☐ **APPROVED**   (Dept. Head Initials): _____
☐ **DENIED** FOR REASON(S) CHECKED BELOW: (Dept. Head Initials): _____
    ( ) CONFIDENTIAL DISCLOSURE
    ( ) PART OF INVESTIGATORY FILES
    ( ) UNWARRANTED INVASION OF PERSONAL PRIVACY
    ( ) RECORD NOT MAINTAINED BY THIS AGENCY
    ( ) RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
    ( ) OTHER (SPECIFY)_____

WITHIN FIVE (5) BUSINESS DAYS, THE <u>DEPARTMENT</u> MUST:
- DENY REQUEST; OR
- MAKE THE RECORD AVAILABLE; OR
- FURNISH **WRITTEN ACKNOWLEDGEMENT** OF RECEIPT OF THE REQUEST STATING THE APPROXIMATE DATE WHEN THE INFORMATION WILL BE MADE AVAILABLE

** TOWN CLERK MUST BE COPIED IN ON ALL RESPONSES **
_____
UPON COMPLETION, FORWARD TO THE TOWN CLERK FOR RELEASE. THE <u>TOWN CLERK </u>WILL:
- REVIEW THE INFORMATION FOR RELEASE AND CONTACT THE REQUESTOR; OR
- DENY ACCESS **IN WRITING** GIVING REASON FOR DENIAL (REQUESTOR HAS A RIGHT TO APPEAL DENIAL BY SUBMITTING A LETTER TO THE BOARD AT THE ADDRESS BELOW)

☐ APPROVED FOR RELEASE BY:_____   DATE:_____

☐ CONTACTED REQUESTOR ON:_____   FEE TO BE COLLECTED $_____

THE FOLLOWING INFORMATION IS REQUIRED ON FREEDOM OF INFORMATION REQUESTS FOR THE POLICE DEPARTMENT. **IF THIS INFORMATION IS NOT INCLUDED IN YOUR REQUEST, YOUR APPLICATION WILL BE DENIED.**

IF REQUESTING INFORMATION ON:

  1. SPECIFIC INDIVIDUAL (i.e., ARREST RECORD)
- DATE OF BIRTH

  2. SPECIFIC ADDRESS (i.e., CALLS TO A SPECIFIC ADDRESS)
- DATE OR TIME FRAME

  3. SPECIFIC REPORT (i.e., ACCIDENT, INCIDENT, ETC)
- DATE OF ACCIDENT/INCIDENT
- LOCATION
- NAME(S) OF PERSONS INVOLVED (IF POSSIBLE)