



Easthampton Police Department

32 Payson Avenue

Easthampton, Massachusetts 01027

Telephone: (413) 527-1212

REQUEST FOR PUBLIC RECORDS

Requester Contact Information: Name _____

Address _____

Phone _____ Date of Request _____ Time _____

*Please provide a reasonable description of the desired information sought: _____

The Massachusetts Public Records Law provides that any person has a right of access to public information. The right of access includes the right to inspect or have copies of records upon payment of a reasonable fee. Under Massachusetts General Law C.66-S10{a} police may charge \$0.50 per page for photo copy material or computer printouts. There may also be a charge for research time. The charge for this process must be the pro-rated hourly wage of the lowest paid employee capable of performing the research task. Should research time exceed \$10.00 a written good faith estimate will be provided. By statute the custodian of records has **10 calendar days** in which to respond to your request in writing.

Statutory Exemptions: {In Part}

C.O.R.I. Exemption. In accordance with C6-S127 of the Massachusetts General Law Criminal Offender Record Information {C.O.R.I.} can only be disseminated to Criminal Justice Agencies.

Investigatory Exemption. Investigation material compiled out of public view by law enforcement the disclosure of which materials would probably so prejudice the possibility of effective law enforcement.

Request received by: _____ Date _____

Official Use Only:

Reviewed by: _____ Date _____

Approved in its entirety Approved but redacted Estimated Cost _____

Request Denied *Provide a written explanation as to the denial of such request

www.easthamptonpolice.com

Fax: (413) 529-1499 (Operations) • (413) 529-1448 (Administration)