



# CARVER POLICE DEPARTMENT

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Cranberry Land U.S.A.

Marc R. Duphily  
Chief of Police

## Public Records Request Form

It is the goal of the Records Division of the Carver Police Department to provide the public with access to all information defined as public by law or regulation, while maintaining the confidentiality of information exempted from release. In accordance with Massachusetts General Law, Chapter 66 and Chapter 4 Section 7(26), the Town of Carver has ten business days (Monday through Friday, excluding legal holidays) to respond to a public records request.

### In order that we may find the information you seek, please fill out the following:

Name of any party involved: \_\_\_\_\_

Type of incident: \_\_\_\_\_

Date and time occurred or reported: \_\_\_\_\_

### In order that we may get this information to you, please fill out the following:

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

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

Your E-Mail: \_\_\_\_\_

Your Telephone Number: \_\_\_\_\_

### Fees:

In some circumstances, the Town of Carver may assess a reasonable fee for the production of public records. Complex requests will be charged for time spent searching, segregating and redacting material. If fees will be assessed, a written estimate of the same will be provided to the requestor. Permissible charges include, but are not limited to:

1. Five cents (\$.05) per standard black & white printouts or copies;
2. The actual cost for storage devices or materials such as CD's or thumb/flash drives;
3. The actual cost for duplication of records not susceptible to ordinary means of reproduction, such as color copies.

----- *For Records Division use only* -----

*Date received:* \_\_\_\_\_ *Incident #:* \_\_\_\_\_

*Date provided:* \_\_\_\_\_ *Search time:* \_\_\_\_\_ *Segregation Time:* \_\_\_\_\_

*Reviewed by:* \_\_\_\_\_ *Total costs:* \_\_\_\_\_