

GROTON POLICE DEPARTMENT
99 PLEASANT STREET ● GROTON, MA 01450
(978) 448-5555 ● (978) 448-5603 (FAX)

RECORDS REQUEST FORM

Records requests are **NOT** accepted over the phone. Requests may be made in person or via fax.

DATE of REQUEST: _____

Motor Vehicle Crash **Incident** **Other (specify):** _____

REQUESTED INCIDENT INFORMATION

DATE of INCIDENT: _____

INCIDENT # (if known): _____

LOCATION/ADDRESS: _____

PERSON(S) INVOLVED: _____

DESCRIPTION: _____

CONTACT INFORMATION

How shall we contact you when the report(s) is ready:

Phone: _____ (home) _____ cell)

Who should we ask for? _____

FEES

\$5.00 - MV Crash report* **\$1.00/page – Incident report***

In accordance with MGL Chapter 66, § 10 records requests shall be available within 10 days from the receipt of the request.

** In accordance with 950 CMR 32.06 (1) (a) Fees for Copies of Public Records*

*** In accordance with 950 CMR 32.06 (1) (c) Fees for Copies of Public Records "... requests for non-computerized public records a prorated fee on the hourly rate of the lowest paid employee capable of performing the task may be assessed for search time..."*