



CHIEF ERIC R. FISHER
CAPTAIN CHUCK G. SCHROEDER

Open Records Request Form

People who request copies of our records will be asked to show identification and asked to complete a "Records Request Form". Note: Completion of this form is not a requirement to access our records, but it is helpful for our documentation purposes. Requests for records can be made in person at the Police Department during regular business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. Requests are also accepted by US or E-Mail, Telephone, and/or Facsimile. All requests will be processed as soon as practicable; most requests are satisfied within ten (10) business days.

Fees for Copies of Records:

General Documents and Accident Reports:

\$0.25 per page for photocopies of any written reports/records/documents

Photographs and/or Electronically Reproduced Materials, Including Images/Recordings:

\$ 5.00 per page for printed photographs on standard office paper

\$10.00 for each electronic CD with photographs and/or each DVD recording

\$ 5.00 for each flash drive with photographs and/or DVD recording

\$ 0.25 per photo for photographs printed on photograph paper

Date of Request _____

REQUESTER'S INFORMATION (please print)

Preferred Contact Method

Name: _____
First Name Last Name

Phone: _____

Group: _____
Company or Group Affiliation

Fax: _____

Address: _____

Email: _____

City State Zip

Document(s) Requested (be specific): _____

Attach additional sheets if necessary

Acknowledgement that requester inspected or received a copy of document(s) requested

Signature Date

OFFICE USE ONLY:			
Date Request Received:	_____	By:	_____
Number of Pages	_____ @ \$0.25/Page	Number of CDs:	_____ @ \$10/CD
Number of Flash Drives	_____ @ \$5.00/Drive	Number of Photos:	_____ @ \$0.29/Photo
Date Paid:	_____	Amount Paid:	_____