



# CARVER POLICE DEPARTMENT

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Carver, MA 02330  
Telephone: 508-866-2000  
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Cranberry Land U.S.A.

Michael R. Miksch  
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. So that we may fully comply with all laws and regulations, records requested will be provided within ten days of your request. Written estimates will be mailed within ten days when the estimated cost to provide those records exceeds \$10.00.

### 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 telephone number: \_\_\_\_\_

### Fees for preparing and mailing:

Motor Vehicle Accident reports - \$5.00 for up to six pages, \$0.50 per page thereafter.

All other reports - \$1.00 per page.

Complex requests will be charged for time spent searching and segregating material. Current rates for such labor range from \$14.21 to \$52.18 per hour.

**Fee for furnishing any public record in hand to a person requesting such records:** \$0.50 per page.

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

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

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

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