

Joseph R. Baril, Jr.
Chief of Police



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Town of Rutland
DEPARTMENT OF POLICE
"... in partnership with our community."

RECORD REQUEST FORM

Date of Request: _____

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number: _____

Date & Time of Incident/Call Requested: _____

Type of Record(s) Being Requested: _____

Additional Information/Comments: _____

Reports will not be released until the investigation has been completed and reviewed by a Supervisor.

All requests will receive a response within **ten days** per MGL Ch. 66 S 10 (a-b)

Fees: MGL Ch. 66 S 10 (a). (All fees must be **paid** in advance)

Fee Schedule: (Check or Money Order, Cash, NO Credit Cards)

1. Preparing a motor vehicle accident report: \$5.00 for not more than 6 pages, and \$0.50 for each additional page;
 2. Preparing and mailing crime, incident or miscellaneous reports, \$1.00 per page;
 3. For furnishing any report or public record in hand, \$0.50 per page.
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Supervisor Printing Information

Date

Person Releasing Information

Date

How was record released: Mailed In Person Other

Fee Amount _____

Case# _____

Amount Collected _____

Check# _____ Cash

Keeper of Records: Nancy P. McKenzie
Rutland Police Secretary