

Public Record Request Form

Massachusetts Public Records Law allows us TEN (10) BUSINESS DAYS to respond to records requests. Requests can be made either in-person, via first class mail or electronically (email). For complex requests, this initial response may be a fee estimate only, with another 15 business days after payment allotted to provide records. We shall respond to any record request by either first class mail or via email. To assist you in your request please identify the record, category of records, or portion of records you wish to obtain. **Although a request can be made verbally, in-person or electronically, it is preferable to make a request in writing to reduce confusion.** A written request for information is also required to file an appeal with the Supervisor of Records.

To assist us in fulfilling your request for a public record, which includes police reports, police log, or other documents we ask you to provide as much information to help us identify the record you are requesting. Records that we can provide must be in our care custody and control.

Type of Public Record: Police Report Accident Report Police Log Other Public Record

If Police Report, report # ___ - ___ - ___ or reporting Officer: _____

If Police Call, Nature of Call: _____

Date Public Record was created: __/__/__ through __/__/__.

Time Public Record was created: __/__/__ through __/__/__.

Other Information to assist us with fulfilling your Public Record Request:

Records can be submitted electronically, in hard copy, or on a machine readable format such as disk or hard drive. Some public records are accessible on our website and can be obtained at www.Fitchburgstate.edu/campuspolice/

To assist us in fulfilling your request we that you complete the optional section on the back of this form.

Name of Requestor: _____

Email Address: _____

Mailing Address: _____

Telephone Number: _____

This Box Is For Department Use Only

Request Received by: _____

Date Request received by Fitchburg State University Police: _____

Date Request received by Record Access Officer: _____

Date Responded to Requestor: _____

Request responded to by: _____

IF RECORD REQUEST WAS FULLFILLED

Date which Record was provided to Requestor: _____

Record provided by: _____

Number of Hours required to fulfill Request: _____

Fees Charged to Requestor: _____

IF RECORD REQUEST WAS DENIED

Date which Notification of Exemption sent to Requestor: _____

Exemption in which denial was given:

Appealing a Denial of Access to Public Records in Massachusetts

Anyone denied access to public records has the right of appeal to the Supervisor of Records. A records custodian must comply with a request for records within ten (10) calendar days. If a custodian fails to respond within ten (10) days, a requester may file an appeal, so long as the appeal is filed within ninety (90) calendar days of the request. If a response has been provided a requester may appeal within ninety (90) days of the response. To petition an appeal, you must send the Supervisor of Records copies of the following:

1. The written request;
2. The written response, if any; and
3. A brief letter detailing the reason for the appeal.

You may mail, fax or email your appeal. Visit <https://www.sec.state.ma.us/pre/preapp/appidx.htm> for information on how to reach the Public Records Division.