**PUBLIC RECORDS REQUEST FORM**

**It is the goal of the Hamilton 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 mailed 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If Accident – Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In order that we may get this information to you, please fill out the following:**

**Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Fees: Payable to: Town of Hamilton **Check** or **Money Order** Only.

Motor Vehicle Accident reports – No charge for the vehicle operators or victims.

All others - $5.00 for up to six pages, $0.50 per page thereafter.

All other reports – No charge for victims. All others - $1.00 per page

Other types of records – Actual cost to copy, including labor charges as set forth below.

Complex requests will be charged for time spent searching and segregating non-public material. Our current rates for such labor range from $24.17 to $43.70 per hour.

*----------------------------------------------------------------For Police Use Only ------------------------------------------------------------------------*

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

Date Mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Search Time: \_\_\_\_\_\_\_\_\_\_\_\_ Segregation Time: \_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is in response to your request for records from this department.

[ ]  We have searched and have found no records.

[ ]  The records requested are entirely public and are enclosed without segregation.

[ ]  The records requested are entirely exempt from release and will not be provided to you. The specific exemption relied upon in the decision is checked off below.

[ ]  The records requested contain both public and non-public information. Non-public information has been segregated from the enclosed. The specific exemption(s) relied upon to exempt the segregated data is checked off below.

**Massachusetts General Laws Chapter 4, Section 7, Clause 26 – Exemptions from the Public Records Act**

|  |  |
| --- | --- |
| **[ ]  A.** | **Data exempted from disclosure by statute. The Specific statute is:** |
|  | [ ] Abatement Applications C.59 S. 60 | [ ] Evaluation of Special needs Children C.71B S.3 | [ ] MCAD Investigations, C. 151B S. 5 |
|  | [ ] Absentee Ballots C. 54 S. 108 | [ ] Executive Sessions C. 30a S. 11a; C34 S.  9F; C. 39 S. 23B | [ ] MTDC Corporate records, C. 40G S. 10 |
|  | [ ] Air Pollution Control C. 111 S. 142B | [ ] Fetal Death Reports, C. 111 S. 202 | [ ] Mental Health facilities records, C. 123 S. 36 |
|  | [ ] Alcohol treatment records C. 111b S. 11 | [ ] Firearms Bureau Records C. 66 S. 10D | [ ] Motor vehicle insurance merit rating, C. 6 S. 183 |
|  | [ ] Bank Examination Records C. 167 S. 2 | [ ] Genetically linked diseases testing records C. 76 S. 15B | [ ] National Heritage Programs data, C. 66 S. 17D |
|  | [ ] Blind Persons Records C. 6 S. 149 | [ ] Financial Assistance to Handicapped or aged C. 66 S. 71 | [ ] Patient Abuse Information, C. 111 S. 72I |
|  | [ ] Business School License Applications C. 75D S. 3 | [ ] Hazardous substance reports C. 111F S. 21 | [ ] Patient’s Rights Records, C 111 S. 70E |
|  | [ ] Capital Facility construction project  records C. 30 S. 39R | [ ]  Hazardous waste disposal site records C. 21D S. 6 | [ ] Personal Data, C. 66A S. 1 |
|  | [ ] Conflict of Interest requests for opinion  C. 268A S. 22 | [ ]  Hazardous Waste facilities C. 21C S. 12 | [ ] Aged Persons Protective Services records, C 19A S. 23 |
|  | [ ] Consumer Protection Investigation C. 268 S. 6(6) | [ ] Historical / archeological sites/specimen  inventory C. 9 S. 26A | [ ] Public Assistance Records, C. 66 s. 17A |
|  | [ ] Criminal Offender Record information C. 6 S. 167 | [ ] Home address / Phone numbers of Public Safety Personnel, victims of adjudicated crimes and Family planning service providers C 66 S. 10 | [ ] Public Assistance Wage Reporting, C. 62E S. 8 |
|  | [ ] Sealed Delinquency probation records C. 276 S. 100B | [ ] Hospital Records C. 111 S. 70 | [ ] Public Officers/Employees Financial Interest disclosures C. 268B S. 3 |
|  | [ ] DSS Central Registry C. 119 S. 51F | [ ] Reports of Hospital Staff Privilege revocation C. 111 S. 53B | [ ] Rape Reports C. 41 S. 97D |
|  | [ ] DYS Records C. 120 S. 21 | [ ] Impounded Birth Records C. 46 | [ ] Reyes Syndrome reports C. 111 S. 110B |
|  | [ ] DPH Inventory of services C. 111 s. 25A | [ ] Industrial Finance Agency Commercial or Financial data C 23A s. 31 | [ ] Street Lists, Court Order Granting Protection C. 51 S. 4 |
|  | [ ] Drug Addiction Treatment Records C.111e S. 18 | [ ] Inspector General Investigations C 12A S 13 | [ ] Student Records C. 71 S. 34D |
|  | [ ] Employment agencies data C.140 S. 46R | [ ] Insurance Records, C. 164 S. 85 | [ ] Venereal Disease records C. 111 S. 119 |
|  | [ ] Employment security data C.151A S. 46 | [ ] Juvenile Records, C. 119 S. 60 | [ ] Vocational rehabilitation records C. 6 S. 84 |
|  | [ ] Exemption of Legislature C. 66 S. 18 | [ ] Malignant Disease Reports, C. 111 s 111B | [ ] Persons Requesting Sex Offender Registration information, C. 6 S. 178I |
| **[ ] B.** | **Internal Rules and Practices** |  |  |
| **[ ] C.** | **Identities of victims, witnesses, reporting parties or informants. Also medical information or anything of a personal nature.** |
| **[ ] D.** | **Departmental memos** |
| **[ ] E.** | **Personal notes of any employee** |
| **[ ] F.** | **Investigative materials, including reports where court action is not yet completed. This includes motor vehicle citations where criminal charges are pending** |
| **[ ] G.** | **Trade secrets** |  |  |
| **[ ] H.** | **Contract Proposals and Bids** |
| **[ ] I.** | **Appraisals of real property** |  |  |
| **[ ] J.** | **Identities of Persons requesting or granting firearms licenses** |

**What if I am denied information I think I am entitled to?**

First, please call the Hamilton Police Department at 978-468-1212. If after doing so you still believe that you have been denied information you are entitled to, you may call the Secretary of the Commonwealth’s Public Records Division at 617-727-2832.