



Williamstown Police Department
825 Simonds Road
Williamstown, MA 01267

Public Records Request Form

The Williamstown Police Department provides copies of certain official records to the public, and all such requests shall be in writing. Your request will be completed in a timely manner. The following information is required to comply with your public records request. **Your request itself is a public record and may be released under provisions of the Massachusetts Public Records Act.** This request will not be released any other way. Written estimates will be mailed within ten days when the estimated cost to provide those records exceeds \$10.00.

Date of Request: _____

Type of Report Requested (Circle): CRASH INCIDENT LOG ENTRY

Date & time of Crash / Incident / Log Entry: _____

Crash Number / Incident Number / Log Entry Number (If known): _____

Name(s) of Involved: _____

Requesting Party Name: _____

Phone Number: _____

Mailing Address: _____

Email: _____

Requesting Party Signature: _____

Records requests will be denied, or records produced will be redacted only for statutory or regulatory exemptions. You may appeal a denial to Supervisor of Records at (617)727-2832.

Crash reports are also available at: www.mass.gov/rmv-records-requests

Massachusetts CORI Requests: www.mass.gov/criminal-record-check-services

Fees:

As a courtesy, Williamstown PD will not charge for requests where the total cost would be less than \$10.

- Domestic Violence reports are always provided to the victim at no charge.
- Other types of records will be charged at our actual cost to produce if over \$10.
 - If over \$10, hard copies will be charged at \$0.05/page.
 - If over \$10, time spent searching and segregating non-public material will be charged as below

Search time (time to locate records) and segregation time (time to redact non-public material) will be charged at the hourly rate of the lowest-paid employee capable of performing the work. This current rate ranges from \$20.17 to \$25.00 per hour.

Form 4.33-1, Public Records Request Form, effective 06 April 2022.

This form replaces all previous Public Records Request Forms, which may still be used.

Distribution: File original with Public Records requests. Complete reverse side and provide copy to requestor if needed.