

SPENCER POLICE DEPARTMENT

RECORDS ACCESS FORM

REQUESTER'S INFORMATION

Requested by: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Date of Request: _____

INCIDENT INFORMATION

Type of Records Request: _____

Date of Incident: _____ Time Incident Occurred: _____

Short Gist of Incident: _____

The Records Access Officer shall at reasonable times and without unreasonable delay permit inspection or furnish a copy of any public record not later than (10) business days following the receipt of the request, provided that:

1. The request reasonably describes the public record sought;
2. The public record is with the possession of the Department;
3. Payment of a reasonable fee, if any, is received.

Requests may be made in person (verbally), in writing, by mail, facsimile or email. A written request is not required but is recommended.

The Records Access Officer, to the extent feasible, shall provide the public record in the requestor's preferred format or in the absence of a preferred format, in a searchable, machine readable format.

The actual cost of reproducing the record or any storage device may be charged to the requester. Single and double-sided black & white paper copies or printouts cannot exceed \$.05.

If a municipality is required to devote time to search for, compile, segregate, redact or reproduce a records request, the records access officer may include an hourly rate not to exceed \$25 per hour.

NO CASH WILL BE ACCEPTED.