



# Athol Police Department

280 Exchange Street \* Athol, Massachusetts 01331

Tel. (978) 249-3232 \* Fax (978) 249-7903

CRAIG LUNDGREN

Chief of Police



## Public Records Request

**POLICE USE ONLY** CFS No. \_\_\_\_\_

Requester's Name: \_\_\_\_\_ (please print or type)

Requester's Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Records Requested (please be as specific as possible)

Date Range: \_\_\_\_\_ through \_\_\_\_\_

Involved Parties: \_\_\_\_\_

Describe the records that you are requesting:

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Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of the Athol Police Department to release to any member of the public who requests them any and all records that are deemed "public records" in accordance with Massachusetts General Law (950 CMR 32.00). The department may not, however, release records that are exempt from the public records law. All records pertaining to open criminal investigations **will not** be released, unless provided for by law, and must be obtained through the District Attorney's Office. In compliance with the Criminal Offender Record Information Act (M.G.L. Ch. 6, Sec. 172), information that connects an individual with a criminal act will be redacted from the public record before it is released. Public records law affords the Department **10 days** to review and respond to your request.

**A CHARGE OF 20 CENTS PER PAGE FOR PHOTO COPIES AND 50 CENTS PER PAGE FOR COMPUTER GENERATED RECORDS WILL BE CHARGED FOR ALL RECORDS REQUESTS.**

Your Public Records Request has been: **Approved** ☐  
**Disapproved** ☐ (for the below listed reason)

- ☐ **Exemption (a)** – Records exempted from disclosure by statute.
- ☐ **Exemption (b)** - Records related solely to internal personnel rules and practices of the government unit.
- ☐ **Exemption (c)** - Records related to personnel and medical files or information; or which may constitute an unwarranted invasion of personal privacy.
- ☐ **Exemption (d)** – Records that are inter-agency or intra-agency memoranda or letters relating to policy being developed.
- ☐ **Exemption (e)** - The records you requested are personal notes not maintained as part of government files.
- ☐ **Exemption (f)** - Investigatory materials the release of which would not be in the public interest.
- ☐ **Exemption (h)** - To protect the integrity of the bidding process.
- ☐ **Exemption (j)** – Information contained in firearms license applications.
- ☐ **Exemption (n)** – Records related to security and safety of persons or buildings.
- ☐ **Exemption (o)** – Home addresses or telephone numbers of law enforcement personnel.
- ☐ **CORI Law** – Information connecting and individual with a criminal act.
- ☐ **Other:**

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Signature of Approving Supervisor: \_\_\_\_\_

Time Stamp: \_\_\_\_\_