



Clinton Police Department  
176 Chestnut Street  
Clinton, MA 01510



(Ph) 978-365-4111 (Fax) 978-365-4105

### REQUEST FOR PUBLIC RECORDS

Per law, all requests for public records must be answered within ten business days. We will make every effort to provide routine requests in much less time. All requests must be made to the Records Access Officer, Jeffrey R. Notaro.

To ensure we provide you with the proper records you are requesting and to ensure timely compliance, we request you to complete the form provided. Completion of this form is not required but will ensure we provide you with a timely and accurate service.

What records do you want? Be specific as possible. Date of the Incident, person's name, type of incident etc. You will be notified in advance if there is a cost to provide requested records.

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We will contact you when your records are ready. Occasionally some records will be denied or redacted. If that is the case, you have the right to appeal. That information will be provided to you when you receive the denial.

If you provide us with an email address, we can often send you the reports requested via email

Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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#### Internal Use Only

Results: \_\_\_\_\_ Provided \_\_\_\_\_ Denied \_\_\_\_\_ Redacted

Date Complied: \_\_\_\_\_

Appeal or other: \_\_\_\_\_

This Public Records Request will be directed to the Clinton Police Records Access Officer, Jeffrey Notaro. The contact email is: [police@clintonma.gov](mailto:police@clintonma.gov)

\* Please remember to save changes and/or rename it when filling out this form and sending it in by email.