

LEXINGTON POLICE DEPARTMENT

REQUEST FOR REPORT

NOTE: Release of any record is subject to the provisions of the Public Records Laws.
A written request is not required but is recommended.

Today's Date: _____ Incident Date: _____

Requested By (Print Name / Phone #): _____

Accident Report

Case # (if known): _____

Operator(s) Name: _____

Accident Location: _____

Fee: One dollar per page (front & back) when report is picked up at the police station.
Five dollars (up to 6 pages) and self-addressed stamped envelope when mailed.

Incident Report

Case # (if known): _____

Fee: A good faith estimate will be provided for the applicable copying, search time and segregation time fees when the total cost is estimated to exceed ten dollars. Please provide a self-addressed stamped envelope when report is to be mailed.

For your convenience, please call 781-862-1235 before coming to the station to be sure the report is ready.

**Generally reports are available within 10 days.
Copies will be held for one month after the request date.**

The fee structure for copies of police reports is defined in Chapter 477 of the Acts of 1982 for the Commonwealth of Massachusetts.
M.G.L. 66:1 delegates the supervisor of public records the authority to establish fees and other regulations to administer public record law.

For Police Use Only:

AMOUNT DUE: _____

ID# taking request: _____

Your request has been denied:

- On Going Criminal Case**
- Exempt-Privacy Clause**
- Investigation Material**

ID# releasing report: _____

32.06: Fees for Copies of Public Records

(1) Except where fees for copies of public records are prescribed by statute, a governmental entity shall charge no more than the following fees for copies of public records:

- (a) the actual cost of any storage device or material provided to a person in response to a request for public records may be included as part of the fee;
- (b) the charge for black and white paper copies or printouts of records shall not exceed five cents per page, for both single and double-sided black and white copies;
- (c) for requests for non-computerized public records a prorated fee based on the hourly rate of the lowest paid employee capable of performing the task may be assessed for search time and segregation time expenses, as defined by 950 CMR 32.03. In addition, a per page copying fee under 950 CMR 32.06(1)(b) may be assessed;
- (d) for a search of computerized records the actual cost incurred from the use of the computer time may be assessed;
- (e) for copies of public records not susceptible to ordinary means of reproduction, the actual cost incurred in providing a copy may be assessed.

(2) Estimates. A custodian shall provide a written, good faith estimate of the applicable copying, search time and segregation time fees to be incurred prior to complying with a public records request where the total costs are estimated to exceed ten dollars.

The Lexington Police Department charges a minimum of \$2.50 per five minutes to perform search and segregation time expenses related to requested task. Examples below:

15 minutes time = \$ 7.50

30 minutes time = \$15.00

45 minutes time = \$22.50

60 minutes time = \$30.00