



POLICE DEPARTMENT

OPEN RECORDS - REQUEST FORM

D. Downer-McKinney
Chief of Police

D. Burnett
Assistant Chief

Requestor's Name:

Date:

Telephone#:

Fax#:

Email Address:

Identify Requested Record(s):

Departmental Use Only

Date Received:

Time Received:

Request Received By: Mail Fax Email Visit Phone

Employee Receiving Request:

Determination: Record(s) Subject to Disclosure Record(s) NOT Subject to Disclosure

Date Requestor Advised of Availability/Non-Availability of Record(s):

Date Record(s) Made Available:

Additional Comments:

