

Buxton Police Department

185 Portland Road
Buxton, Maine 04093

Chief Kevin Collins



BUS. 207-929-6612

FAX 207-929-6609

TDD 207-929-3000

PUBLIC RECORDS REQUEST

FREEDOM OF ACCESS ACT (FOAA)

After completing this form, you can drop it off in person at the dispatch window 24/7 or send to the following:

PHYSICAL MAIL:

Buxton Police Department
ATTN: Records
185 Portland Road, Buxton ME 04093

FEE SCHEDULE ON THE NEXT PAGE

If requesting mailed records, the initial deposit will be required upon submission of this form.

You can either drop off the money order/check with this request or mail in together. If not mailed records and work to prepare the request requires deposit or payment you will be contacted to approve the work before beginning. Payment is due before records are released.

PAYMENT IS ONLY ACCEPTED AS CHECK OR MONEY ORDER. WE DO NOT ACCEPT CASH OR CARDS.

Once notified that your request has been completed, you will have **THIRTY (30)** days to pick up your requested copies.

Requests that have not been picked up in that time frame will be destroyed and you will need to submit a new request.

THE STATUS OF YOUR REQUEST SHALL BE AVAILABLE WITHIN FIVE TO SEVEN (5-7) BUSINESS DAYS

REQUESTOR'S INFORMATION

First & Last Name: _____ Date of Birth: _____

Mailing Address: _____

Contact Phone Number: _____ Contact Email: _____

Preferred Method of Delivery (Circle One): Pick-Up E-Mail Physical Mail

INFORMATION REQUESTED

Date of Incident: _____ Case Number (If known): _____

Detailed Description of Requested Records:

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OFFICE USE ONLY

Request Handled By: _____ Call for Service #: _____

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FEE SCHEDULE

ITEM	COST
Non-Refundable Deposit	\$15.00
Per Page After 15 Pages	10 ¢ Per Page
CDs/DVDs:	\$10.00 Each Disc
Records Preparation Labor	\$25.00 Per Hour After 2 Hours

ESTIMATES

If the cost to compile and complete the requested records exceeds \$50.00 you will be contacted in advance and provided with an estimate for cost. If the cost exceeds \$100.00 a deposit of \$50.00 will be required in advance before the work begins.

IF REQUESTING MAILED RECORDS, THE INITIAL DEPOSIT WILL BE REQUIRED UPON SUBMISSION OF THIS FORM.

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