



## 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 it to the following:*

PHYSICAL MAIL:	Buxton Police Department ATTN: Records 185 Portland Road, Buxton ME 04093
EMAIL:	records@pd.buxton.me.us

### 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 it together.

If not mailed, our records department requires payment for initial preparation of the request. You will be contacted to approve the work before completion. Full payment is due before records are released.

**PAYMENT IS ONLY ACCEPTED AS A 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:

**PLEASE FILL IN THE ABOVE BOX WITH ADDED INFORMATION TO ASSIST WITH  
LOCATING YOUR REQUEST**

#### RECORDS USE ONLY (BELOW)

Request Handled By: \_\_\_\_\_ Call for Service #: \_\_\_\_\_



## PUBLIC RECORDS REQUEST

### *FEE SCHEDULE*

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

## 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.**

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.

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.

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