



City of Adams Police Department Open Records Request

Records request shall be during regular business hours, 9 am and 3 pm, Monday through Friday, excluding holidays.

Fees:

- 1) 25 cents per copied page given to a requestor.
- 2) 25 cents per page which is faxed to a requestor.
- 3) Actual cost of mailing shall be added to total page cost for documents mailed to requestor.
- 4) Actual costs associated with the reproduction of audio and/or video tapes not to exceed \$10.00
- 5) Actual costs associated with the reproduction of photographs.
- 6) Accident Reports \$5.00

Date of Request: _____

Requestor's Name: _____

Address: _____

City: _____ State: _____ Phone # _____

Records Requested (Please be as specific as possible: names, dates, locations):

Signature of Requestor: _____

() Document approved for dissemination. () Report not approved for dissemination.

Reason Denied _____

Date & Time of Release Receipt # Chief of Police or his designee _____