



Grafton Police Department

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www.graftonpolice.com

Public Records Request

It is the goal of the Grafton Police Department to provide the public with access to all information defined as public, by law or regulation while maintaining the confidentiality of information exempted from release. So that we may fully comply with the public records law, the person making the request will receive a response within 10 business days.

In order to provide the information, you are requesting, please complete the following:

Type of Incident: _____

Name of party involved: _____

Date and time occurred or reported: _____

In order that we may get this information to you, please fill out the following:

Date Request Made _____

Your Name: _____

Your Address: _____

Telephone Number : _____

Email Address : _____

Fees:

The actual cost of reproducing the record or any storage device may be charged to the requestor
If more than 2 hours is required to search, compile, segregate, redact or reproduce a record the hourly rate of not more than \$25.00 will be charged.

Single and double-sided black and white paper copies or printouts cannot exceed \$0.05 per page

----- **For Records Division Only** -----

Incident/Call #: _____

Date Notified: _____

Date Records Sent : _____

Hours to fulfill request: _____

Number of Pages: _____

Total Cost: _____

Received/Initial Stamp
