



Sudbury Police Department

75 Hudson Road
Sudbury, MA 01776
Business (978) 443-1042
Fax (978) 443-1045

Public Records Access Officer Julie Nichols-Scopa

<http://www.sudbury.ma.us>

Sudbury Police Public Records Request Form

Please write legibly

Request Date: _____

Requestor Name: _____

Address: _____

Organization/Business Represented: _____
(If applicable)

Phone #: (_____) - _____ - _____ Cell Home Business Ext # _____

Secondary Phone#: (_____) - _____ - _____ Cell Home Business Ext # _____

Email Address: _____

Report Type: Accident Housebreak Domestic Theft ID Theft/Fraud Vandalism
 Other: _____

Report number (if available): _____

Date/Time of Incident: _____

Location of Incident: _____

Names of Subject(s) involved: _____

Delivery Options (check one):

- Email
- U.S. Mail (Please choose one) -> On Paper Disc USB
- Pick-up (Please choose one) -> _____
- Fax # _____

Requests are processed as expeditiously as possible and a response will be made within 10 business days. Overly burdensome requests may result in a fee established by the Supervisor of Records.

Please be advised that the Town's duty to respond to records requests extends only to records that are in existence and in the custody of the Police Department, and the Police Department is under no obligation to create records in response to your Request. Furthermore, the Police Department is not required to answer questions in response to a public records request. See "A Guide to the Massachusetts Public Records Law," January 2017, published by the Secretary of the Commonwealth, at page 3.

Signature: _____ **Date:** _____

BELOW IS FOR RECORDS DEPARTMENT USE ONLY (Revised 7/23/24)

Date Received: _____ **Report #:** _____ **Date Processed:** _____

- Complied with request
- Denied
- Exemptions _____
- Suggested a reasonable modification with the scope of Request _____

Other Notes: _____