

MILTON POLICE DEPARTMENT

37 BOMBARDIER ROAD

MILTON, VT 05468



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RECORD REQUEST FORM

DATE OF REQUEST _____

DATE(S) OF INCIDENT _____

TYPE OF INCIDENT _____

INCIDENT #(S) _____

LOCATION _____

REQUESTED BY:

NAME _____

DATE OF BIRTH _____

PHONE _____

EMAIL _____

ADDRESS _____

INVOLVED PARTIES:

NAME _____

DATE OF BIRTH _____

NAME _____

DATE OF BIRTH _____

NAME _____

DATE OF BIRTH _____

IF MULTIPLE REPORTS ARE BEING REQUESTED, PLEASE DESCRIBE SPECIFICALLY WHAT YOU ARE LOOKING FOR:



YOUR REQUEST MAY BE DENIED IN FULL, IN-PART, OR CONTAIN REDACTIONS IN ACCORDANCE WITH THE VERMONT PUBLIC RECORD STATUTE FOUND AT 1 V.S.A. § 317, FOR THE FOLLOWING REASONS:

- ☐ pursuant to 1 V.S.A. § 317(c)(5)(A)(iii) (information that “could reasonably be expected to constitute an unwarranted invasion of personal privacy”);
- ☐ pursuant to 1 V.S.A. § 317(c)(5)(D) (information which “a public agency shall not reveal” including “the identity of a private individual who is a witness to or victim of a crime, unless withholding the identity...would conceal government wrongdoing.”); and
- ☐ pursuant to 1 V.S.A. § 317(c)(7) (personally identifying information, including date of birth, address, telephone number, Social Security number, name of employer, and information which could “reveal intimate details of a person’s life, including any information that might subject the person to embarrassment, harassment, disgrace, or loss of employment or friends.” See *Rutland Herald v. City of Rutland*, 2012 VT 26, ¶ 39, 191 Vt. 387, 404, 48 A.3d 568, 579 (quoting *Kade v. Smith*, 2006 VT 44, ¶ 8, 180 Vt. 554, 557, 904 A.2d 1080, 1084)).

PLEASE NOTE, THE FOLLOWING FEE SCHEDULE WILL BE UTILIZED:

Uniform Schedule of Public Record Charges for State Agencies (CVR 04-000-002)

The Office of the State Treasurer will charge fees for the actual cost of providing a copy of a public record in accordance with the rule adopted by the [Secretary of State](#), as set forth below.

Pursuant to [1 V.S.A. § 316\(d\)](#) and Acts 1996, No. 159 section 1, the following fees are established:*

- ☐ For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
- ☐ For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
- ☐ For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.

PLEASE SIGN BELOW TO ACKNOWLEDGE YOUR PUBLIC RECORDS REQUEST AND TO INDICATE YOU HAVE READ AND UNDERSTAND THE POTENTIAL REPORT EXEMPTIONS AND FEES ASSOCIATED WITH THE REQUEST:

SIGNATURE OF REQUESTOR _____ **DATE** _____