



TUPPER LAKE POLICE DEPARTMENT

P.O. Box 750 * 53 Park Street

Tupper Lake, NY 12986

Phone: (518) 359-3776 * Fax: (518) 359-7356

Records Request Form General Information

A request for access to or for a copy of government records should be submitted on this form which has been approved for use by the Tupper Lake Police Department.

Records requests are to be delivered to the Tupper Lake Village Clerk during regular business hours, Monday through Friday from 8:00 a.m. to 4:00 p.m. Upon presentation, the Village Clerk will forward the request to the Office of the Chief of Police. Records will require time to compile and to make copies requested but will normally be available during regular business hours and within five business days. If any document or copy which has been requested is not a public record or cannot be provided within five business days, you will be provided with a response with that information within the five business days. The five business day time frame begins the day after your request has been received by the Chief of Police.

Some records have specific fees or other response times established by statute and that information will be included in any response to the request. There is no fee involved in simply inspecting a document during regular business hours.

- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within five business days indicating the amount of time which will be required to provide the requested records.
- Except as otherwise provided by law or regulation, the fee for duplication of a government record printed form shall be as indicated on the Records Request Form. We will notify you of any extraordinary service fees or other additional charges authorized by state law or regulations before fulfilling your request. If a document is requested to be mailed, a delivery/postage fee will be charged.
- If the nature, format, manner or collation, or volume printing a government record to be copied is such that the record cannot be reproduced by ordinary document copying equipment, or involves extraordinary expenditure of time and effort to accommodate the request, the Tupper Lake Police Department may charge, in addition to the actual cost of duplicating the record, a special service charge which will be reasonable and based upon the actual direct cost of providing the copy. The Requestor will be notified in advance of the special service charge and may object to the charge prior to it being incurred.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Village Attorney for the Village of Tupper Lake and/or the Franklin County District Attorneys Office.

The term "public record" generally includes those records determined to be public in accordance with Article 6 of the Public Officer's Law of the State of New York and do not include:

- Records if disclosed would constitute an unwarranted invasion of personal privacy
- Records that would interfere with law enforcement investigations, judicial proceedings, those that would deprive a person the right to a fair trial or impartial judgment, those that would identify a confidential informant or disclose confidential information relating to a criminal investigation or those that would disclose investigative techniques or procedures.
- Those records which if disclosed would endanger the health or safety of any person
- Inter-agency or intra agency advisory, consultative or deliberative material
- If disclosed would impair present or imminent contract awards or collective bargaining negotiations
- Pension and personnel records in possession of this office



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Records Request Form

Please be sure you have read the previous page for important information related to your rights concerning government records.

Requestor Information

Name of Requestor

Street Address

City, State, ZIP

Telephone Numbers: Home: Work:

Preferred Delivery (please check one)

- On-site inspection
- Mail to Requestor's Address
- Call Requestor for pick-up
- Await contact by Requestor

Under penalty of Law, I hereby certify that I am not seeking government records containing personal information pertaining to a victim or a victim's family.

Requestor's printed name

Requestor's Signature

Date

Record Request Information

I hereby request to inspect the following Record - To expedite your request, be as specific as possible (Exact dates, times, locations, names):

Payment Information: Reproduction is **\$.20 cents per page** (delivery and postage costs are additional to this). **Flash Drives and DVD disc involve additional costs to reproduce electronic files**

This completed form, when signed by the Village of Tupper Lake Clerk or the Chief of Police of the Tupper Lake Police Department, (or his designee), shall constitute a receipt for the records request.

Date

Signature of Receiving Official

Office use only:	
Number of Pages	
Document Fee	
Delivery/Postage Fee	
Total Fee	
Amount Paid	
Date Paid	
Receipt #	



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**Records Request
Form Response**

To: _____

Document(s) provided: _____ pages at total cost of: \$ _____

Document(s) not provided (see below)

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, as noted below:

Privileged of Protected Category

- Autopsy Reports
- Child Abuse or sex assault name and address
- Criminal Investigatory records
- Grievance information with public employer
- Drivers' license numbers
- Emergency or security information or procedure
- Fingerprint cards
- Juvenile records
- Medical Examiner Photographs
- Pension and Personnel records
- Safety of persons or public
- Social Security Numbers
- Record requested cannot be found
- Court records sealed
- Computer security information
- Credit Card Numbers
- Domestic Violence data
- Electronic Surveillance Materials
- Employee sexual harassment complaint
- Inter-agency or intra agency advisory communication
- Labor Negotiation information
- Otherwise inappropriate material
- Photographs
- Security measures / surveillance techniques
- Victim record
- Record is not maintained

Other: _____

_____ Signed	_____ Title	_____ Date
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NOTICE: You have the right to Appeal a denial of this application to the head of this agency.

I hereby appeal to the Mayor of the Village of Tupper Lake, 53 Park Street, Tupper Lake, NY. Within seven (7) days of receipt of appeal, the Mayor must fully explain, in writing, the reason for such denial.

Requestor's Signature: _____ Date: _____

ACKNOWLEDGEMENT: I hereby acknowledge that I have received the requested documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on this form as to the procedures for any appeal of the determination.

Requestor's Signature: _____ Date: _____