Dalton Police Department  
462 Main Street  
Dalton, Massachusetts 01226  
413-684-0300  
413-684-6108 FAX

Public Information Request

Date of Request:  
Phone number:  
Email:  

Requesting party’s info (optional) but we will need a way to communicate with requesting party and a way to distribute information.

Name:  
Address:  
City:  
State:  

Type of document requested: (Dates, names, locations, types of documents requesting are helpful to records officer)

Department Use Only:

________Date received  

________Response Date and response: (within 5 business days if it will take more than 10 business days or more than a $10 fee)

________Release Date/Method: (within 10 days from date of request. Or 25 days from date of request as long as requester was notified within 5 days it would take longer than 10 days.)

Approved: (Supervisor Initials)  
Redactions: Y /N  
Charge: $____(prior notification required)  

ID Records Included:

ID Reason for redaction and documents being withheld:

Request Denied:__________ (Supervisor Initials)
Reason for Denial/Redaction continued:

ID of records not in possession, ID of records to be redacted / withheld, list specific exemptions,
Applicability of exemptions

Notice of right to appeal: Anyone denied access to public records has the right of appeal to the
Supervisor of Records. A records custodian must comply with a request for records within ten (10)
calendar days. If a custodian fails to respond within ten (10) days, a requester may file an appeal, so long
as the appeal is filed within ninety (90) calendar days of the request. If a response has been provided a
requester may appeal within ninety (90) days of the response. To petition an appeal, you must send the
Supervisor of Records copies of the following: The written request; The written response, if any; and a
brief letter detailing the reason for the appeal. You may mail, fax or email your appeal Public Records:
617-727-2832 Fax: 617-727-5914 Email: pre@sec.state.ma.us
Commissions: 617-727-2836 Fax: 617-727-5914 Email: comm@sec.state.ma.us

Allowable Exemptions Include:

A. Specifically or by necessary implication exempt from disclosure by statute:
   • CORI (Criminal Offender Record Information),
   • All reports of rape and sexual assault or attempts to commit such offenses, all reports of
     abuse perpetrated by family or household members, as defined in section 1 of chapter 209A,
     and all communications between police officers and victims of such offenses or abuse.
B. Related solely to internal personnel rules and practices of the government unit, provided however,
   that such records shall be withheld only to the extent that proper performance of necessary
governmental functions requires such withholding.
   • Must show: Solely internal personnel practices and Govt. function inhibited by disclosure.
C. Personnel and medical files or information; also any other materials or data relating to a
   specifically named individual, the disclosure of which may constitute an unwarranted invasion of
   personal privacy.
   • Employment Applications, Employee Work Evaluations, Disciplinary documentation (not
     internal investigation), Promotion, demotion, termination information, Notice to employee of
     discipline imposed.
   Does not include: Citizen complaints, internal affairs reports, notice to employee of
     investigation reports, incident reports, summaries of witness interviews, Notice of claim
     under Tort Claims Act.
F. Investigatory materials necessarily compiled out of the public view by law enforcement or other
   investigatory officials the disclosure of which materials would probably so prejudice the
   possibility of effective law enforcement that such disclosure would not be in the public interest.
J. The names and addresses of any persons contained in, or referred to in, any applications for any
   licenses to carry or possess firearms…or any firearms identification cards…and the names and
   addresses on sales or transfers of any firearms, rifles, shotguns, or machine guns or
   ammunition…
N. Records…which relate to internal layout and structural elements, security measures, emergency
   preparedness, threat or vulnerability assessments, or any other records relating to the security or
   safety of persons or buildings…or other infrastructure…, the disclosure of which, in the
   reasonable judgment of the record custodian, … is likely to jeopardize public safety or cyber
   security.
O.&P. Protects home address, home telephone number and personal email address of law
   enforcement and family members.

32 Op. Att’y Gen. 157, 165 (May 18, 1977) (custodian is not obliged to create a record in response to a
request for information)