



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

BOXBOROUGH POLICE DEPARTMENT – PUBLIC RECORDS REQUEST

Requests for public records may be oral, written, in person or by mail. MGL Ch. 66 S 10 (b). A requestor need not identify himself/herself. 950 CMR 32.05 (5) (Unless requesting that the reports be mailed to you.) All requests will receive a response within ten days. MGL Ch. 66 S 10 (a-b).

Any person denied a public record may seek redress through the administrative process provided by the Office of the Supervisor of Public Records. 950 CMR 32.08 (2).

Reports will not be released until the investigation has been completed, the report filed, typed, and reviewed by a supervisor. This generally takes a minimum of four weeks. The following optional information is requested to assist in finding your requested information.

Name: _____

Date: _____

Address: _____

Day Phone: _____

Night/Cell Phone: _____

E-mail address: _____

Type of Report Requested: please circle report/s requested

*Crash *Arrest *Incident *Other

Incident Date: _____

Incident Number: _____

Name of Victim: _____

Name of Defendant: _____

Name of Vehicle Drivers (for crash reports):

Other Info: _____