



99 Pleasant Street
Groton, MA 01450

Groton Police Department

gpdrecords@grotonma.gov or (978) 448-5555

PUBLIC RECORDS REQUEST FORM

All public records request will be responded to within ten (10) business days after receipt of request. An extension may be required if further information is required to fulfill your request or if an estimate is necessary for voluminous requests.

EMAIL is strongly encouraged and is the PREFERRED method of correspondence.

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request:

Description of Materials Sought:
Please include Date of incident, Location & Involved parties

Requestors Information:

Name of Requestor:

Firm / Company:

Address:

City: State: Zip:

Phone number: Fax number:

Email:

Please be as specific as possible when requesting information:

COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)

OTHER / ADDITIONAL INFORMATION:

OFFICE USE: Received on: Initial Response: Subsequent Reviews:

Fees: Paid: Records Provided: