



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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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)		
<input type="checkbox"/> On-site inspection <input type="checkbox"/> Mail to Requestor’s Address <input type="checkbox"/> Call Requestor for pick-up <input type="checkbox"/> 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).		

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 #	