REQUEST FOR PUBLIC RECORD – AUDIO TAPE AND/OR TRANSCRIPT

3000-02

To receive a copy of a public record held by the Division of Emergency Services, please complete this form and submit the accompanying fee. This request may be submitted in person, by regular mail or fax. There is a fee associated with researching, developing and creating a copy of the public record in accordance with County policy. Audiotapes cannot be picked up while you wait. The Division of Emergency Services shall make every effort to process your request as promptly as possible considering routine workload and emergency conditions. Copies of the public record will not be provided until the fee has been collected. An estimate of charges may be provided upon request. Make checks payable to the Washington County Treasurer.

Incident Number: __________________________ Type of Incident: __________________________

Date and Time of the incident: ________________________________________________________

Location of the incident: _____________________________________________________________

Type of record requested: ___________________________________________________________

Requestor: ___________________________________ Date of Request _______________________

Affiliation: ____________________________________________________________

Address: ________________________________________________________________

City/State/Zip: ______________________________________________________________

Contact Telephone Information: Day __________________ Evening __________________

REQUEST TO WAIVE RESEARCH AND PREPARATION FEE

Any individual or organization may request a waiver of the research and development fee. Waiver requests may only be authorized by the Director of Emergency Services and/or the Chief of 911/Fire & Rescue Communications.

Reason for requesting the public record: _____________________________________________

Intended use of the public record/information: _______________________________________

Affiliation:  o State’s Attorney’s Office  o Law enforcement Agency
             o Volunteer Fire or EMS Company  o County Department
             o Local or Municipal Government  o Other: ___________________

9/16/2002