

Northbridge Police Department

Public Records Request

Effective January 1, 2017, all public records requests from the police department will be made in one of three ways:

- in-person at the Northbridge Police Department; records requests may be made verbally however it is preferable to make the request in writing to avoid any confusion
- via first class mail
- electronic mail/fax
- Please provide a detailed description of the information you are seeking
- Your contact information (Name, address, email, telephone)
- Public Records Law requires us to provide you with a written response within 10 business days following the date of receipt.

Records Access Officer:

Lt. John Ouillette or Chief
Timothy Labrie
Northbridge Police Department
1 Hope Street
Whitinsville, MA 01588
508-234-6211
Fax: 508-234-9021

All Public Records Requests by mail and facsimile should be sent to:

Public Records Request
Northbridge Police Department
1 Hope Street
Whitinsville, MA 01588

All Public Records Requests by email should be sent to:

npdpublicrecords@northbridgemass.org

Fees for Public Records:

- The actual cost of reproducing the record or any storage device may be charged to the requestor
- Single and double sided black and white paper copies or printouts cannot exceed \$0.05/page
- Time to search for, compile, segregate, redact or reproduce a record requested, then the hourly rate equal to or less than the hourly rate of the lowest paid employee who has the necessary skill may be charged; however the fee shall not be more than \$25.00/hour.

