

Public Records Officer
Police Department
P.O. Box ____
__TOWN____, MA 01234

__DATE_____

Dear Sir or Madam:

Under the provisions of the Commonwealth's Public Records Law, M.G.L. c. 66 § 10, and related statutes, I am requesting information and records necessary to contest a citation written by Officer __NAME__ on __DATE__, in the Town of ____, within the jurisdiction of ____ District Court. The citation, number MXXXXXXX, was issued for a violation of M.G.L. c. 90 § 18.

In order to investigate my appeal, I am requesting access to the following public records:

- Training records pertaining to Officer ____' certification and continuing education relating to traffic speed enforcement;
- Documentation of Officer ____' training on the device used to measure my speed, prior to the issuance of citation # XXXXXXX;
- A reproduction of both sides of Officer ____' copy of citation # XXXXXXX;
- The name, model, and serial number of the speed measurement device used to ascertain the speed of the vehicle described in citation # XXXXXXX;
- The maintenance and certification records of the speed measurement device used to ascertain the speed of the vehicle described in citation # XXXXXXX;
- The serial number of the tuning forks used to calibrate the speed measurement device to ascertain the speed of the vehicle described in citation # XXXXXXX;
- The certification and test results of the tuning forks used to calibrate the speed measurement device used to ascertain the speed of the vehicle described in citation # XXXXXXX;

I am prepared to reimburse the __TOWN__ Police Department for the fees of photocopying the records I have requested, as provided in 950 CMR 32. If all or any part of this request is denied, please cite the specific exemptions included in M.G.L. c. 4 § 7(26) that you think justify your refusal to release the information, and inform me of the appeal procedures available to me under law.

I am also enclosing a copy of SPR Bulletin No. 3-03 from Supervisor of Records Alan N. Cote.

<http://www.sec.state.ma.us/arc/arcrmu/rmubul/bul303.htm>

I would appreciate your handling this as quickly as possible, and I look forward to hearing from you within 10 days, as the law stipulates.\

Sincerely,
NAME
ADDRESS