

Public Records Officer
<Town> Police Department
P.O. Box ____
<Town>, MA <zip code>

<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 <Name>, 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 <Name>'s certification and continuing education relating to traffic speed enforcement;
- Documentation of Officer <Name>'s training on the device used to measure my speed, prior to the issuance of citation # MXXXXXXX;
- A reproduction of both sides of Officer <Name>'s copy of citation # MXXXXXXX;
- The name, model, and serial number of the speed measurement device used to ascertain the speed of the vehicle described in citation # MXXXXXXX;
- The maintenance and certification records of the speed measurement device used to ascertain the speed of the vehicle described in citation # MXXXXXXX;
- The serial number of the tuning forks used to calibrate the speed measurement device to ascertain the speed of the vehicle described in citation # MXXXXXXX;
- 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 # MXXXXXXX.

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 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,

Your Name
Your Address and other contact information