

DYERSBURG PUBLIC SAFETY COMMUNICATIONS

Request for Inspection/Duplication of Records

Date of Request:	<p style="text-align: center;">Select the Records You Request</p> <input type="checkbox"/> CAD (computer aided dispatch) <input type="checkbox"/> Telephone Recording <input type="checkbox"/> Radio Recording <input type="checkbox"/> Other
Requested By:	
Address:	<p style="text-align: center;">Reason for Release</p> <input type="checkbox"/> Subpoena <input type="checkbox"/> Review of Government Documents -Tennessee Open Records Act <input type="checkbox"/> Other
Telephone #:	
Date and Time of Incident	<p style="text-align: center;">Type of Release</p> <input type="checkbox"/> Copy of Records <input type="checkbox"/> Open Inspection of Records
Incident # if Applicable:	Date Forwarded to Department Official for Review/Approval:

THE FIELD BELOW TO BE COMPLETED BY RECORDS CUSTODIAN ONLY

Estimated cost: _____ Date estimated cost delivered: _____ by: in person by phone other _____

Date agency records unit notified DPSCC fees paid: _____ Date DPSCC notified requestor records were ready for pick-up: _____

DOCUMENT FEE SCHEDULE CALCULATION

Copy Charges for Paper and Audio Resources

_____ .15c per black/white single side copy / .30c per black/white duplex copy / .50c per color single side copy / \$1.00 per color duplex copy

Total black/white single side copies _____ @ .15c = _____

Total duplex black/white copies _____ @ .50c = _____

Total color single side copies _____ @ .50c = _____

Total color duplex copies _____ @ \$1.00 = _____

\$1.00 per DVD/CDR

Total DVD/CDR @\$1.00 = _____

Labor Charges (apply after the first hour; time is rounded up to the hour)

_____ Labor charges are based on the time reasonably necessary to locate, retrieve, review, redact, and reproduce the requested records.

Employee "A" total time spent _____ @ \$ _____ per hour = \$ _____

Employee "B" total time spent _____ @ \$ _____ per hour = \$ _____

Employee "C" total time spent _____ @ \$ _____ per hour = \$ _____

Other Charges

_____ Delivery (postage), outside vendor reproduction, etc (please specifically list the charge with description)

Total Charge: _____

THIS SECTION TO BE COMPLETED BY RECORDS CUSTODIAN ONLY

Is the entire record considered confidential? Y or N Is the entire record authorized for release? Y or N

Was "confidential" information redacted from the record? Y or N

If confidential, then please mark the justifying reason:

Child Abuse Report Open or Pending Criminal Action

Expunged Records Juvenile Records

Any information that ID's the address, telephone number, social security number or other information to locate the victim of Domestic Violence, or a Domestic Violence Safehouse

Personal Information that ID's a police informant, undercover officer, their family members, home telephone numbers, address, or any information that may have the potential to threaten the safety of the informant/officer, or their family.

Personal Information from an employees file relating to medical, social security numbers, financial, unpublished telephone numbers, drivers license information, employee assistance programs, household or family members.

Medical Record information that is classified as confidential by law

Other Reason:

Police/Fire Department Approval for Release: _____ Date _____

DSPCC Records Custodian: _____ Date: _____

Records Received by: _____ Date: _____