

**UMASS AMHERST POLICE DEPARTMENT
PUBLIC RECORD REQUEST**

(Accidents or Incidents occurring on the UMass Amherst Campus)

Requester: _____ Date Requested: _____
Mailing Address: _____
Telephone #: _____ Fax #: _____

Record Requested:

Name: _____ Date of Birth: _____
Date of Incident: _____ Time of Incident: _____
Case #: _____ Call #: _____
Accident # (if known) _____
Location of Incident: _____

Type of Incident (Accident, Theft, Loss, Vandalism): _____
Additional information to assist in records retrieval: _____

Note: To obtain an accident/incident report for an insurance claim, you must contact your insurance company and have them request the report in writing along with a check for \$5.00 made payable to: University of Massachusetts Police Department and mail to: Records Department, 585 East Pleasant Street, Amherst, MA 01003.

Below are just three of the Public Records Law Exemptions which may or may not affect the release of the requested report(s) to you. If release is denied you will be informed as to the reason:

Exemption A ~ the Statutory Exemption ~ provides a basis for withholding from disclosure those documents which are: *specifically or by necessary implication exempted from disclosure by statute.*

Exemption C ~ The Privacy Exemption ~ is the most frequently invoked exemption. The language of the exemption limits its application to: *personnel & medical files or information: also any other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy.*

Exemption F ~ The Investigatory & Prosecutor's Exemption ~ provides a basis for withholding: *investigatory materials necessarily compiled out of the public view by law enforcement or other investigatory officials the disclosure of which materials would probably so prejudice the possibility of effective law enforcement that such disclosure would operate in derogation, and not in support, of the public interest. ~ Avoidance of premature disclosure of the Commonwealth's case prior to trial.*

Your request will be processed in approximately 24-48 hrs and can be mailed, faxed or picked up at UMass Police Department, 585 East Pleasant Street, Amherst, MA 01003. Please provide a telephone number in case more information is needed in order to complete this request.