

Log Number

Confidential Records Request Form

Audio and CAD records are retained for 3 years

Requestor Information-

Date Received: Date Needed By
Name: Phone Number:
Address (If applicable):
Incident Date: Incident Time: Incident Type:
Incident Location: CAD Event/Case #:
Name of Reporting Party or Defendant:

Information Requested (check all that apply)

- Police Dispatch Frequency Other/Details:
- Fire Dispatch Frequency:
- Phone Call Recording:
- CAD Record Print Out:

Reason for Request:

By Signing this document, I acknowledge that this is a copy of an original confidential record, and certify that it will not be reproduced or used for reasons other than those specific in this request.

Signature: Date:

Internal Use Only

Completed by: Date:
Requesting Party Notified:
Time Required/Notes:

Fees

Established fees will be charged to YECA non-members, organizations and citizens, based on time allocated to research the request and material rate. Hourly rate is \$35.00/hr. with a minimum of one hour.

Internal Use Only

Record Search: Time required X \$35.00 =
Audio Tape/CD Equipment Fee: \$5.00 x # of tapes/cd's=
Paper Records: # of pages X cost per page=

Total:

Date Paid: Paid by: Cash: Check #: Other:

Initials: