



**City of Annapolis**  
**Police Department**  
 199 Taylor Avenue  
 Annapolis, MD 21401-3421



[Police@annapolis.gov](mailto:Police@annapolis.gov) • 410-268-9000 • Fax 410-268-9472 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Records Request Form

Maryland law allows departments to charge a reasonable fee which includes both the cost of duplication as well as any staff time within two hours. Time in excess of two hours will be assessed and charged accordingly.

**Please Print.** Upon receipt and review of your request, you will receive a response within a reasonable amount of time, but no later than 30 days.

### Requester Information

Name \_\_\_\_\_

Mail address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone number(s) \_\_\_\_\_ Report Number \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

If you do not know the report or incident number, please describe the incident. Include location, parties involved, reason police responded.

### Fee Schedule

Service	Fee	Availability After Incident
911 Recording	\$45 per CD includes CAD Notes	Up to 7 years
Archived Reports (1992-2005)	\$25 each	
FBI/LiveScan	\$12 plus \$20 service fee	
FBI and State/LiveScan	\$30 plus \$20 service fee	
State/LiveScan	\$18 plus \$20 service fee	
Fingerprinting Ink Card	\$20 each	
Photos	\$15 per CD	
Police Reports (2006-present)	\$ 5 each	Up to 3 years
Radio Recordings	\$45 per CD	Up to 7 years
Video CD/Tapes	\$80 each plus \$75 per hour over 2 hours research	Up to 30 days

Make check or money order out to *City of Annapolis*. All requests must be paid in advance. Send your check or money order to the address above, Attention: Records Department.

To Whom It May Concern:

Pursuant to the Maryland Public Information Act, I hereby request the following records:

1. All policy documents and manuals related to the use of Briefcam
2. All purchasing, procurement, and bidding documents related to Briefcam
3. All agreements or MOUs and attachments related to Briefcam

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 calendar days, as the statute requires.

Sincerely,

Motonari Matsuda