Borough of Carlisle

Standard Act 22 Request Form (Police Audio and Video)

Date Requested: ______________________________________________________
*Written request must be made within sixty (60) days of the date of the recording

Request Submitted by: _____Certified U.S. Mail _____ In Person

Request Submitted to: Borough of Carlisle, Joyce Stone, Right to Know Officer,
53 West South Street, Carlisle, PA 17013

Name of Requester: ____________________________________________________

Street Address: ________________________________________________________

City/State/County/Zip: ________________________________________________

Telephone (Optional): ______________________ Email (Optional): ________________

Records Requested: *Provide as much specific detail as possible so the agency can identify the information.

  Date (Required) ____________________________________________________

  Time (Required): __________________________________________________

  Location (Required): *If the requested incident took place inside a residence, every person present at the time of the recording must be identified. Unless unknown and not reasonably ascertainable. (Attach statement if more space is required)

  _________________________________________________________________

  Relationship to requested event/recording (Required):
  (Attach statement if more space is required)

  _________________________________________________________________

  **Please note: RETAIN A COPY of this request for your files**
  **It is a required document if you would need to file an appeal**

For Agency Use Only

Open Records Officer: Joyce Stone

Date Received by the Agency: ____________________________________________

Agency thirty (30) day response due: ________________________________
*The agency and requestor can agree to an extension
<table>
<thead>
<tr>
<th>Video/Audio</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Searching, editing, re-producing the first video/audio requested. (First Hour)</td>
<td>$75.00</td>
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<tr>
<td>Additional requests after the first video/audio Per hour or part thereof</td>
<td>$55.00</td>
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