



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



Police@annapolis.gov • 410-268-9000 • Fax 410-263-7022 • www.annapolis.gov
 Deaf, hard of hearing or speech disability - use MD Relay or 711

RECORDS REQUEST FORM

The Maryland law allows departments to charge a reasonable fee which includes both the cost of duplication as well as any staff time in excess of two hours involved in the search, compilation, or reproduction of materials.

The Annapolis Police Department will grant the requester the first two hours needed for research for retrieval of video footage without cost. The cost of police reports and 911 recordings are set prices as indicated. Beyond these two hours for video footage retrieval, the following schedule will apply:

Please check which is requested:

- | | | |
|--------------------------|---------------------------------|--------------------|
| <input type="checkbox"/> | Agency research time for video | \$75.00 per hour |
| <input type="checkbox"/> | Video Discs/Tapes | \$80 per disc/tape |
| <input type="checkbox"/> | 911 Recordings/Radio recordings | \$25.00 per disc |
| <input type="checkbox"/> | Police Reports | \$ 5.00 per report |
| <input type="checkbox"/> | Photos | \$ 3.00 per photo |

Video recordings can be retrieved up to 30 days after the incident. 9-1-1 recordings and radio recordings can be retrieved up to 90 days after the incident. Police reports can be retrieved any time with a case number. Accident reports can only be retrieved up to 3 years.

Acceptable payment types are check or money order made out to "City of Annapolis"
 Send your check or money order to the address above Attn: Records Department, Nancy Staudinger

Requester's name: _____ **Phone no.:** _____

Requester's agency & address: _____

Date of incident: _____ **Time of incident:** _____ **Case no.:** _____

Location: _____

Description of incident: _____

_____ Requester would like the recording/report mailed to the above address.

_____ Requester would like to pick up the recording/report at the Annapolis Police Department when it is ready.

***** (POLICE DEPARTMENT USE ONLY) *****

In House Requests Officer requesting recording: _____

Reason for request: _____

Supervisor approving: _____ Signature: _____

Date request received by Central Records: _____

Request forwarded to: Communication's, ISU, Record's, Crime Lab _____
(Circle one) Date

Research/retrieval of video information:

Start date/time: _____ End date/time: _____

Person researched & retrieved information: _____
Name ID #

Number of discs/tapes, reports: _____ Total cost: _____

Customer notified on: _____ Mailed on: _____