

PUBLIC DISCLOSURE REQUEST WORKSHEET

PDR # _____ Due Date: _____ PDO Assigned: _____

Any and all (search all highlighted): incident report

Item(s) Needed	Request date	Rcvd	Status/Disposition/Notes
Prior PDRs (Legal Log and GovQA)			
CAD			
Versadex (GO)			
Keyfile (if applicable)			
Photos			
Audio Statements			
ICV			
BWV			
911 Call(s)/Radio			
BAC Room Video(s) (If taken to SPD facility)			
Holding Cell (If taken to SPD Facility)			
Sally Port (If taken to SPD facility)			
Major Case File / Vault / Detective's File			

Other Records (as appropriate):

Item(s) Needed	Request date	Rcvd	Status/Disposition/Notes
Evidence			
Correspondence: Emails, MDTs/ Unit Activity Logs.			
Text Messages			
Calls for Service			
OPA			

Completion/Audit

Final Review	Date	Initial	Notes
Completed:			
Supervisor Approval & Review			