

Appendix D: Municipal records custodians APRA guidelines and forms

Barrington Town Manager

Accept APRA requests by email? Yes

Email address: pdeangelis@barrington.ri.gov

Accept APRA requests by fax? No

Mailing address:

Barrington Town Manager
283 County Road
Barrington, RI 02806-2406

Telephone number: (401)247-1900 x4

APRA procedures online? Yes

APRA procedures URL: <http://www.barrington.ri.gov/forms/clerk/RequestforPublicRecords.pdf>

Town of Barrington Town Hall

283 Country Road
Barrington, Rhode Island
Telephone: 401-247-1900

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. Gen. Laws Section 38-2-2 et seq.

The Town is committed to providing the public with access to public records under R.I. Gen. Laws Section 38-2-2 from all Town departments.¹ The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. However, for any person who (1) does not desire to make an oral request; (2) wishes to make a formal written request; (3) a request needs clarification; or (4) it is requested outside of normal business hours, please complete the "Request for Records Under the Access to Public Records Act" Form available at the Police Department for police records or the Town Manager's office for all other departments.

Pursuant to R.I. Gen. Laws Section 38-2-3(d), the Barrington Town Council has established the following procedure regarding access to public records:

1. Please inform the Town Manager (or Chief of police) that you wish to make a request for public records. (Request forms are also available in the Town Clerk's Office.) The normal business hours for the Manager's and Clerk's Offices are 8:30 a.m. to 4:00 p.m. Monday through Friday. The Manager's and Clerk's Offices are closed on all holidays.
2. The Manager (or Chief) will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
3. If the records you request are in the possession of a department other than the Town Manager, your request will be forwarded to the appropriate administrative personnel.
4. If the public records are readily available from the Manager's Office or Police Department, we will be more than happy to provide them.
5. There are times/circumstances when the records will not be available at the time you make your request, especially from other town departments. If the records are not readily available, they can either be mailed to you or you can pick them up on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request. R.I. Gen. Laws Section 38-2-3(e). The Act further provides that for good cause, a public body may submit a written request for an extension of up to twenty (20) business days to process the request. We thank you in advance for your understanding if it is necessary to request this extension.

¹ The Volunteer Fire Departments and the School Department are not within the authority of the Town Council and they have their own procedures for public records access.

6. **Costs.** The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents will be fifteen cents (\$0.15) for documents copied on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. We will be more than happy to provide you with an estimate. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. **Public Records.** A "public record" is defined as "documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency." R.I. Gen. Laws Section 38-2-2.
8. **Redaction.** Although a document may constitute a public record, there may be some information contained on the document that may be redacted/deleted as it may be exempt from disclosure under R. I. Gen. Laws Section 38-2-2.
9. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. Gen. Laws Section 38-2-2(4).
10. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body by the Town may petition the Town Manager for review of the decision denying the request. Any petitions from a denial should be addressed to Peter DeAngelis. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the review petition. R.I. Gen. Laws Section 38-2-8.
11. **Complaint to the Attorney General.** If the Town Manager determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general (150 Main Street, Providence, Rhode Island 02903; Telephone: 401-274-4400) or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Providence County.

Town of Barrington Town Hall

283 County Road
Barrington, Rhode Island
Telephone: 401-247-1900

Barrington Town Manager's Office

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up the records, or _____ Regular mail

Office Use

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ Copies _____ Search and Retrieval _____

Barrington Town Manager's Office – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town Manager's Office. If, after review of your request, the Town Manager's Office determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please inform the Town Manager's Office of the date you made the request, records requested, and Request Number _____.

Thank you.

Town of Barrington Town Hall

283 County Road
Barrington, Rhode Island
Telephone: 401-247-1900, Ext. 4

Barrington Town Clerk's Office

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up the records, or _____ Regular mail

Office Use

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ Copies _____ Search and Retrieval _____

Barrington Clerk's Office – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town Clerk's Office. If, after review of your request, the Clerk's Office determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please inform the clerk at the front desk of the date you made the request, records requested, and Request Number _____.

Thank you.

Bristol Town Clerk

Accept APRA requests by email? Yes

Email address: lpcirillo@bristolri.us

Accept APRA requests by fax? Yes

Fax number: (401) 253-2647

Mailing address:

Bristol Town Clerk
10 Court Street
Bristol, RI 02809

Telephone number: (401) 253-7000

APRA procedures online? Yes

APRA procedures URL: <http://bristolri.us/documents/clerk/APRA%20Procedure-%20Bristol.pdf>

Town of Bristol Town Hall

10 Court Street
Bristol, Rhode Island
Telephone: 401-253-7000

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. Gen. Laws Section 38-2-2 et seq.

The Town is committed to providing the public with access to public records under R.I. Gen. Laws Section 38-2-2 from all Town departments.¹ The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. However, for any person who (1) does not desire to make an oral request; (2) wishes to make a formal written request; (3) a request needs clarification; or (4) it is requested outside of normal business hours, please complete the "Request for Records Under the Access to Public Records Act" Form available at the Police Department for police criminal such as arrest records, the Town Clerk's Office for all Town Clerk, Town Council, Probate Court, Municipal Court and Land Evidence records requests, or the Town Administrator's office for all other departments.

Pursuant to R.I. Gen. Laws Section 38-2-3(d), the Bristol Town Council has established the following procedure regarding access to public records:

1. Please inform the Town Administrator (Clerk or Chief of police) that you wish to make a request for public records. The normal business hours for the Administrator's Office are 8:30 a.m. to 4:00 p.m. Monday through Friday. The Administrator's Office is closed on all holidays.
2. The Administrator (Clerk or Chief) will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
3. If the records you request are in the possession of a department other than the Town Administrator, your request will be forwarded to the appropriate administrative personnel.
4. If the public records are readily available from the Administrator's Office, the Town Clerk or Police Department, we will be more than happy to provide them.
5. There are times/circumstances when the records will not be available at the time you make your request, especially from other town departments. If the records are not readily available, they can either be mailed to you or you can pick them up on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request. R.I. Gen. Laws Section 38-2-3(e). The Act further provides that for

¹ The Volunteer Fire Departments and the School Department are not within the authority of the Town Council and they have their own procedures for public records access.

good cause, a public body may submit a written request for an extension of up to twenty (20) business days to process the request. We thank you in advance for your understanding if it is necessary to request this extension.

6. **Costs.** The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents will be fifteen cents (\$0.15) for documents copied on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. We will be more than happy to provide you with an estimate. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. **Public Records.** A “public record” is defined as “documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” R.I. Gen. Laws Section 38-2-2.
8. **Redaction.** Although a document may constitute a public record, there may be some information contained on the document that may be redacted/deleted as it may be exempt from disclosure under R. I. Gen. Laws Section 38-2-2.
9. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. Gen. Laws Section 38-2-2(4).
10. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body by the Town may petition the Town Administrator for review of the decision denying the request. Any petitions from a denial should be addressed to the Town Administrator. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the review petition. R.I. Gen. Laws Section 38-2-8.
11. **Complaint to the Attorney General.** If the Town Administrator determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general (150 Main Street, Providence, Rhode Island 02903; Telephone: 401-274-4400) or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Providence County.

Town of Bristol

10 Court Street
Bristol, Rhode Island
Phone: (401) 253-4880

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____
(given by Official)

Name (optional): _____
Address (optional): _____
Telephone (optional): _____
Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up the records _____ Have records sent by regular mail

Office Use

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick-up: _____

Records provided:

Costs: _____ Copies: _____ Search and Retrieval: _____

Designated Public Officer's Office- Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town _____'s Office. If, after review of your request, the designated public officer determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up these records but did not include identifying information on this form (name, address, etc.), please inform the assistant to the designated public officer the date that you made the request, records requested and Request Number: _____.

Thank you.

Burrillville Town Clerk

Accept APRA requests by email? Yes

Email address: townclerk@burrillville.org

Accept APRA requests by fax? Yes

Fax number: (401) 568-0490

Mailing address:

Burrillville Town Clerk
105 Harrisville Main Street
Harrisville, RI 02830

Telephone number: (401) 568-4300

APRA procedures online? Yes

APRA procedures URL:

http://www.burrillville.org/Public_Documents/FOV1-0000F252/publicrecords

Town of Burrillville

105 Harrisville Main Street, Harrisville, RI 02830
(401) 568-4300

Open Government in Rhode Island

Guide to Open Government

Click here for a PDF copy of [The Attorney General's Guide to Open Government in Rhode Island](#)

Procedure for Access to Public Records in the Town of Burrillville

1. It is the intent of this procedure to comply with the Rhode Island Access to Public Records Act (APRA), which recognizes the public's right to access public records and the individual's right to dignity and privacy.
2. This policy shall in no way affect the records that are prepared for or readily available to the public, i.e. land evidence records, assessor's maps, resolutions, etc.
3. Requests shall be made in writing through the town clerk, who is hereby designated the public records officer. Contact 568-4300, townclerk@burrillville.org or Town Clerk, 105 Harrisville Main Street, Harrisville, RI 02830.
4. The public is asked to use [a public records request form](#) that is available in the town clerk's office or on-line on the town clerk's page of the town website: burrillville.org*
5. All requests must be specific in nature so the Town can provide accurate information as quickly and efficiently as possible.
6. A deposit may be requested at the time of the request. Any underpayment or overpayment will be reconciled when the records are provided. Final payment must be made before the records are released.
7. Upon request, a written estimate of the cost to research and copy the requested records, including an estimate of the cost of delivery if the record is to be delivered, will be provided.
8. If the record(s) are determined to be exempt from public disclosure, denial of access shall be made in writing in accordance with the provisions of §38-2-7 et seq.
9. If the individual indicates that he/she wants to view records or receive copies, the clerk's office will:
 - a. consult with the appropriate department head and prepare the records within the timeframe provided by the APRA; and
 - b. schedule an appointment for the individual to view the documents; or
 - c. schedule a time during usual business hours for payment and retrieval of the records; or
 - d. upon receipt of payment for the records and payment for delivery, deliver the records as specified, as provided in §38-2-3(k).

10. The following fees apply to public records:
 - a. \$1.50 per page for any recorded document or any document filed with the probate court.
 - b. \$.15 per page for any public records copied on 8½ x 11" or 8½ x 14" paper. Copies made on larger paper may be charged at a higher rate.
 - c. No more than the actual cost of providing electronic records.
 - d. \$15.00 per hour for search and retrieval, with the first hour free. The fee for search and retrieval applies to requests to view records as well as requests for copies.
11. An individual may inspect no more than two files at one time and must do so within an area of the town building specified by the town clerk. Inspection of records may be overseen by a town employee.
12. The town does not warrant that data supplied on recording media will be usable by any particular hardware or software configuration; it is not the town's responsibility to determine the suitability and compatibility of this information and its format.
13. In accordance with the APRA, the period for denial of the right to inspect and/or copy records may be extended for an additional twenty (20) business days for good cause; the extension must be made in writing within the original 10 days.
14. If a requested public record is not available at the time a request is made because the record is either in active use or in storage, the town clerk shall inform the requesting individual and schedule an appointment for the individual to inspect and/or obtain copies.
15. The regular business hours for inspection/retrieval of records are:

Monday – Wednesday	8:30 A.M. – 4:30 P.M.
Thursday	8:30 A.M. – 7:00 P.M.
Friday	8:30 A.M. – 12:30 P.M.
16. All written requests and responses shall be kept on file in the office of the town clerk.
17. Individuals who have been denied access to public records may file a review petition with the town manager or file a complaint with the Department of the Attorney General or with the Rhode Island Superior Court.

* The attached Request for Public Records form is a PDF file that can be completed on a computer, printed out and submitted to the Town Clerk's office, 105 Harrisville Main St., Harrisville, RI 02830. The form is also available at the Clerk's office.

Central Falls Legal Department

Accept APRA requests by email? Yes

Email address: MJerzyk@CentralFallsRI.us

Accept APRA requests by fax? Yes

Fax number: (401) 727-7406

Mailing address:

Central Falls Public Records Unit, Law Department
580 Broad Street
Central Falls, RI 02863

Telephone number: (401) 727-7400

APRA procedures online? Yes

APRA procedures URL: <http://centralfallsri.us/city-of-central-falls-access-to-public-records/>



CITY OF CENTRAL FALLS
LEGAL DEPARTMENT

580 BROAD STREET
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7490
FAX: (401) 727-7422

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law 38-2-3(d) the City of Central Falls hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Central Falls may be presented orally or in writing to the City of Central Falls, Law Department, at 580 Broad Street, Central Falls, RI 02863 during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Thursday and Friday 8:30 a.m. through 4:30 p.m.) or (401)727-7400.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(4)(A) through (Y), the City reserves its right to claim such exemption. In the event that you disagree with the City's opinion regarding exemption, you may file a review petition with the chief administrative officer of the department that maintains the records that you seek. If the chief administrative officer affirms the City's position, you may then file a complaint with the Department of Attorney General. You may also file an action for injunctive or declaratory relief in Providence County Superior Court.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Central Falls shall be considered one (1) request.
6. The City of Central Falls is not obligated to produce for inspection or copying of records that are not in the possession of the City of Central Falls. Moreover, the City of Central Falls is not required to reorganize, consolidate, or compile data that is not maintained by the City of Central Falls in the form requested.



CITY OF CENTRAL FALLS
LEGAL DEPARTMENT

580 BROAD STREET
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7490
FAX: (401) 727-7422

The City of Central Falls is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

In order to document the City of Central Falls compliance with the Access to Public Records Act, please complete this form and forward to the City of Central Falls, Law Department, 580 Broad Street, Central Falls, RI 02863. For questions related to a request for records, please call: (401)727-7490.

Date of Request: _____

Name: _____

Records Requested:

Contact Information (please provide at least one of the following):

Address: _____

Email: _____

Telephone: _____ Facsimile: _____

I further declare that while inspecting original documents of the City of Central Falls, I will not remove, damage or in any way alter any original documents temporarily in my possession.

Signature

Charlestown Town Clerk

Accept APRA requests by email? Yes

Email address: records_request@charlestownri.org

Accept APRA requests by fax? Yes

Fax number: (401) 364-1238

Mailing address:

Charlestown Town Clerk
4540 South County Trail
Charlestown, RI 02813

Telephone number: (401) 364-1200

APRA procedures online? Yes

APRA procedures URL:

http://www.charlestownri.org/index.asp?SEC=CD67EF22-5D8F-4CD1-8AF5-0CC375FD66C8&DE=2EB08A90-D3E7-4887-B345-AFAF576F0E23&Type=B_BASIC

TOWN OF CHARLESTOWN PUBLIC RECORDS REQUEST PROCEDURE

Purpose

Rhode Island Residents are entitled to access to public records pursuant to the relevant provisions of the Access To Public Records Act (R.I. General Laws 38-2 et. seq. "APRA"). The purpose of this procedure is to facilitate public access and inspection of public records in a prompt and efficient manner and to provide access to public records within a reasonable period of time. It should be noted that under APRA certain documents or information are not public where disclosure is exempt, is unlawful or constitutes an unwarranted invasion of privacy.

Public Records Requests

Requests for access to public records must be made at the Charlestown Town Clerk's Office between the hours of 8:30 a.m. and 4:30 p.m. on weekdays, (excluding government holidays) or electronically at records_request@charlestownri.org.

To insure prompt and efficient access to public records in a reasonable amount of time, a "Public Records Request Form" must be completed. If the requesting party declines to complete the Public Records Request Form, the assigned town staff will fill out the form, including the date, time and substance of the request to keep as a record and to insure conformance with APRA timeframes.

APRA provides that the Town has ten (10) business days to respond to an access to public records request or to be granted an extension for good cause. Documents responsive to the request will be compiled up to the date and time of receipt. If the request is denied, the denial will be made in writing and will state the specific reason(s) for the denial and will indicate the procedure(s) for an appeal.

It should be noted APRA does not require the Town to reorganize, consolidate, or compile data not maintained in the format requested.

Exempt Records

Any reasonably segregable portion of a public record that is exempt shall be available after the deletion of information which is the basis of any exclusion and does not violate the intent of APRA.

Public Posting Of Record Requests And Responses

In order to provide access to issues that may be of interest to the general public, the Town may store documents on its website and/or internet link. The Town may refer records requests to the website and/or internet link for any documents already publically posted and responsive to the request. Completed requests for public records and the responses may also be publically posted.

Fees & Charges

The Town may estimate a fee as established under APRA for responses in excess of ten (10) pages and/or one (1) hour of search, retrieval and segregation of exempt and non-exempt information. The charge for copies of public records on 8.5 X 11 inch or 8.5 X 14 inch one-sided paper in black ink, is fifteen cents (\$0.15) per page or as established under APRA. All other reproductions (color copies, photographs, maps, electronic data processing records, computer stored data, etc.) will be provided at actual costs. If records are mailed, the postage and cost of mailing materials will also be charged. Multiple requests from the same entity within a thirty (30) day period will be considered as a single request for the total calculation of allowable charges.

The requestor will be required to pay the estimated cost in advance and prior to any records search or reproduction. If the actual total cost is less than the estimate the requestor will be reimbursed the difference. If the actual cost exceeds the estimate, records gathered to that point will be forwarded as responsive to the request along with a revised estimate. The records search will be suspended until payment is received for the revised estimate.

There will be no charge for viewing or downloading any public record posted on the Town's website and/or internet link. There will be no charge for record responses of ten (10) pages or less [unless such charge(s) is specifically defined outside of APRA], impacting only (1) municipal department that requires less than one (1) hour of personnel time to search, retrieve, reproduce and segregate exempt and non-exempt information.

**TOWN OF CHARLESTOWN
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records – be specific _____

FOR OFFICE USE ONLY:

Request Taken By _____

Date _____ Time _____

Records to be available by _____ Picked up or Mailed? _____

Costs: Copies _____ Search and Retrieval _____

Date that the records were picked up or mailed _____

Coventry Town Clerk

Accept APRA requests by email? Yes

Email address: cgeorge@coventryri.org

Accept APRA requests by fax? Yes

Fax number: (401) 822-9132

Mailing address:

Coventry Town Clerk
1670 Flat River Road
Coventry, RI 02816-8911

Telephone number: (401) 822-9173

APRA procedures online? No

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law 38-2-3(d) the Town of Coventry hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of Coventry may be presented orally or in writing to the Coventry Town Clerk at 1670 Flat River Road, Coventry, RI 02816 during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday) or (401) 822-9173.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that individuals are provided with the public records they seek in an expeditious manner, the Town asks that they complete the Public Records Request Form. This form is not required if an individual is seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of the request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the Town reserves its right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the Town may charge a fee of fifteen cents (\$.15) per page for copies and fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please note that for purposes of search and retrieval costs, multiple requests made by an individual within thirty (30) days to the Town of Coventry shall be considered one (1) request.
6. The Town of Coventry is not obligated to produce for inspection or copying records that are not in the possession of the Town of Coventry. Moreover, the Town of Coventry is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Coventry in the form requested.
7. Pursuant to R.I.G.L. 38-2-3.2, the police department should insure that their arrest logs and crime reports contain the following information so that they can be immediately released (48 hours upon request/72 hours for weekends/holidays):
 - a. Full name of arrested adult
 - b. Home address of the arrested adult (unless it would identify a victim)
 - c. Year of birth of the arrested adult (Note: not full DOB)
 - d. Charge(s)
 - e. Date of the arrest
 - f. Time of the arrest
 - g. Gender of the arrested adult
 - h. Race of the arrested adult
 - i. Name of arresting officer (unless undercover)

8. The Town of Coventry shall post this procedure on the Town's website.

The Town of Coventry is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

In order to document the Town of Coventry's compliance with the Access to Public Records Act, please complete this form and forward to the Coventry Town Clerk at 1670 Flat River Road, Coventry, RI 02816. For questions related to a request for records, please call: (401) 822-9163.

Date of Request: _____

Name: _____

Records Requested: _____

Contact information (please provide at least one of the following):

Address: _____

Email: _____

Telephone: _____ Fascimile: _____

I further declare that while inspecting original documents of the Town of Coventry, I will not remove, damage or in any way alter any original documents temporarily in my possession.

Signature

Cranston Law Department

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 780-3179

Mailing address:

Department of Law, City of Cranston
869 Park Avenue
Cranston, Rhode Island 02910

Telephone number: (401) 461-1000, Ext. 3208

APRA procedures online? Yes

APRA procedures URL: <http://www.cranstonri.com/pdf/Access%20to%20Public%20Records.pdf>



**REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS OF
THE CITY OF CRANSTON**

In order to document the City's compliance with the Access to Public Records Act, we request that this form be completed by all persons requesting access to public records of the City of Cranston.

Completed forms may be returned (hand-delivered, mailed, or faxed) to the Department of Law, City of Cranston, 869 Park Avenue, Cranston, Rhode Island 02910. Fax (401) 780-3179. For questions, please contact the Law Department at (401) 461-1000, Ext. 3208.

Date of Request: _____

Name: _____

Address: _____

Telephone: _____

Email address: _____

Requested records:

I further declare that while inspecting original documents of the City of Cranston, I will not remove, damage or in any way alter any original documents temporarily in my possession.

(Signature)

Dated:

Scope of Request: (Please check one)

_____ Request to review and inspect _____ Request to review and/or obtain copies **Access**

Requested Under Court Order:

If requesting documents of the City of Cranston as mandated by court order, please attach a copy of the Order to this Request.

Statement of Fee for Retrieval and/or Copying:

Pursuant to R.I.G.L. § 38-2-4, the City of Cranston may charge a fee of fifteen cents (\$.15) per page and an hourly rate of fifteen dollars (\$15.00) per hour of time spent searching, retrieving and copying documents; however, no fee will be charged for the first sixty minutes of such time. Copies on paper larger than standard legal size, or made available on media different than that on which the information is stored, will be charged at the actual production and/or reproduction cost. Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after the Request is received. There is no copying charge for documents delivered electronically.

Guidance on Response:

Pursuant to R.I.G.L. § 38-2-7, all requests for public records will be responded to within ten (10) business days. With good cause, this period of time can be extended to thirty (30) business days. Failure to comply with a Request within this period of time shall be deemed to be a denial of the Request. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. § 38- 2-2(4)(i)(A) through (Y), the City reserves its right to claim such exemption.

If you choose to pick up the records but did not include identifying information on this form, please inform the Law Department receptionist of the date you made the request, records requested, and request number.

For internal use only:

Date Received: _____ Received by: _____

Records to be available on: _____ to be mailed _____, picked up
, emailed _____.

Date provided: _____ Costs assessed: _____

Cumberland Town Clerk

Accept APRA requests by email? Yes

Email address: sgiovanelli@cumberlandri.org

Accept APRA requests by fax? No

Mailing address:

Cumberland Town Clerk
45 Broad Street
Cumberland, RI 02864

Telephone number: (401) 728-2400 Ext. 138

APRA procedures online? Yes

APRA procedures URL:

<http://www.cumberlandri.org/towndepts/Clerk/Access%20to%20Public%20Records%20Request%20Form.pdf>

TOWN OF CUMBERLAND
45 Broad Street
Cumberland, RI 02864

ACCESS TO PUBLIC RECORDS REQUEST GUIDELINES

The Town of Cumberland has instituted the following procedure to help you obtain public records.

1. The contact person for a Public Records request is the Town Clerk.
2. To reach us by telephone, please call (401)728-2400, ext. 138, or ask to be connected to the Town Clerk.
3. The regular business hours of the Cumberland Town Hall are Monday through Friday, 8:30 a.m. to 4:30 p.m. If you come into the Town Hall during business hours, please complete the Public Records Request Form at the Office of the Town Clerk.
4. Requests to inspect public records can also be mailed to the Office of the Town Clerk, 45 Broad Street, Cumberland, RI 02864, or emailed to sgiovanelli@cumberlandri.org.
5. The Town Clerk may ask you the nature and purpose of your request so as to respond to the request correctly. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
6. A copy of the Attorney General's Guide to Open Government can be found at <http://www.riag.ri.gov/civil/opengovernment>.
7. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) days for "good cause". We appreciate your understanding and patience and hope you understand that the Town Clerk or other personnel cannot always stop working immediately to process every request.
8. If you feel that you have been denied access to public records, you have the right to petition the chief administrative officer for a review of the determination made by the Town Clerk, and the chief administrative officer shall make a final determination whether or not to allow public inspection within ten (10) business days after the submission of the review petition.

9. If the custodian of the records or the chief administrative officer determine that the record is not subject to public inspection, you may file a complaint with the attorney general in accordance with R.I. Gen. Laws § 38-2-8. If you are still not satisfied, you may file a lawsuit in Superior Court.
10. The Town of Cumberland is committed to providing you with public records in an expeditious and courteous manner.

**TOWN OF CUMBERLAND
45 Broad Street
Cumberland, RI 02864**

**PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT
R.I. GEN. LAWS § 38-2-1 ET SEQ.**

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Email Address (optional) _____

Telephone (optional) _____

Requested Records:

OFFICE USE ONLY:

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick Up: _____

Records provided: _____

Costs: Copies \$ _____ Search and retrieval \$ _____

Forward this Document to the Public Records Officer

Town of Cumberland – Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the office of the Town Clerk. If, after review of your request, the Town of Cumberland determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2-2(4)(A) through (Y), the Town of Cumberland reserves its right to claim such exemption.

Please be advised that the Town of Cumberland cannot require that a records request be on the Town of Cumberland's form or otherwise be written, if the request is readily identifiable as a public records request. This form is provided solely for your convenience.

NOTE: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the Town Clerk of the date you made the request, records requested and request number. Thank you.

East Greenwich Town Clerk

Accept APRA requests by email? Yes

Email address: lbotello@eastgreenwichri.com

Accept APRA requests by fax? Yes

Fax number: (401) 886-8625

Mailing address:

East Greenwich Town Clerk
125 Main Street
PO Box 111
East Greenwich, RI 02818

Telephone number: (401) 886-8604

APRA procedures online? Yes

APRA procedures URL:

<http://www.eastgreenwichri.com/Portals/0/Uploads/Documents/Town%20clerk/Oct2013APRAPolicyRev.pdf>

Town of East Greenwich

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. General Laws Section 38-2-2 et seq.

The Town is committed to providing the public with access to public records from all Town departments¹ under R.I. General Laws Section 38-2-2. The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. Any person who wishes to request a public record should complete a "Request for Records Under the Access to Public Records Act" form, which is available at the Police Department for police records, the Town Clerk's office for all Town Council related requests, or the Town Manager's office for all other requests. Completion of this form is not mandatory but is used to facilitate the request. In the event a requestor does not wish to complete the form, a verbal request may be made of the custodian of the records. The custodian of records is the Town Manager.

Pursuant to R.I. General Laws Section 38-2-3(d), the East Greenwich Town Council has established the following procedure regarding access to public records:

1. Please inform the designated official that you wish to make a request for public records. Requests can be made through the Police Department, Town Clerk, and Town Manager's offices from 8:30 a.m. to 4:00 p.m. Monday through Friday.
2. The designated official will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
3. The Access to Public Records Act, R.I. General Laws Section 38-2-3(e), grants a public body ten (10) business days to respond to a public records request. The Act further provides that for good cause, a public body may submit a written request for an extension of up to twenty (20) business days to process the request.
4. **Costs.** The Access to Public Records Act provides the requestor the opportunity to view and/or copy public records. Should a copy be requested, the cost per copied page of written public documents is fifteen cents (\$0.15) in accordance with RIGL §38-2-4 for documents copied on common business size (letter or legal) paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. Upon receipt of a request, the Town will provide an estimate and should the estimate be agreeable to the requestor, a detailed itemization of the costs charged for search and retrieval will be provided upon completion.

¹ The Fire District, Housing Authority, and the School Department are not within the authority of the Town Council or Town Manager and have their own procedures for access to public records.

5. **Public Records.** A “public record” is defined as “documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” R.I. General Laws Section 38-2-2(4).
6. **Redaction.** Although a document may constitute a public record, there may be some information contained therein that may be redacted/deleted as it may be exempt from disclosure under R. I. General Laws Section 38-2-2.
7. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. General Laws Section 38-2-2(4).
8. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body may petition the Town Manager for review of the decision denying the request. Any petition from a denial should be addressed to the Town Manager, Town of East Greenwich, 125 Main Street, East Greenwich, RI, 02818. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the petition, as set forth in R.I. General Laws Section 38-2-8.
9. **Complaint to the Attorney General.** If the Town Manager determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the Attorney General, 150 Main Street, Providence, RI 02903; Telephone: (401) 274-4400 or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Kent County.

Adopted 12/10/12

Town of East Greenwich

125 Main Street

East Greenwich, Rhode Island 02818

Phone: (401) 886-8605 Fax: (401) 886-8625

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____

Request Number: _____
(given by Official)

Name (optional): _____

Mailing Address (optional): _____

EMAIL Address (optional): _____

Telephone (optional): _____

Requested Records*: _____

* If, after review of your request, the designated public officer determines that the requested records are exempt from disclosure for a reason set forth in the RIGL §38-2-2(4), the Town reserves the right to claim such exemption.

If these records are not readily available at the time of your request, please check how you wish to receive the records when available:

_____ Pick Up In Person _____ Via Email _____ Via Regular Mail

Office Use Only

Request taken by: _____ Request Number*: _____

Date: _____ Time: _____ Records to be available on: _____

Date sent via: _____ Pick up _____ Email _____ Regular Mail

Records Provided: _____

Cost: _____ Copies: _____ Search and Retrieval: _____

* If you choose to pick up the requested records but did not include identifying information on this form (name, address, etc.), please provide the designated public officer with the Request Number.

East Providence City Clerk

Accept APRA requests by email? Yes

Email address: kcasci@cityofeastprov.com

Accept APRA requests by fax? Yes

Fax number: (401) 435-4630

Mailing address:

East Providence City Clerk
145 Taunton Avenue
East Providence, RI 02915

Telephone number: (401) 435-7500 x 11035

APRA procedures online? Yes

APRA procedures URL:

http://www.eastprovidenceri.net/filestorage/666/738/744/APRA_City_Guidelines%26Form.pdf

CITY OF EAST PROVIDENCE PUBLIC RECORDS REQUEST GUIDELINES/PROCEDURE

Pursuant to R.I.G.L. § 38-2-3(d), the City of East Providence has instituted the following procedure to help you request/obtain public records:

1. A request to inspect and/or copy public records of the City of East Providence may be presented by telephone or in writing to the City Clerk at 145 Taunton Avenue East Providence, RI 02915. To reach the City Clerk's office by telephone, the number is (401) 435-7596. The Regular business hours of East Providence City Hall are 8:00 a.m. to 4:00 p.m. If the request is regarding East Providence Police Department reports/records, the request should be made to the East Providence Police Department Records Division (401) 435-7645.
2. Although not required in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Request Form attached. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act (R.I.G.L. § 42-35-2) or other documents prepared for or readily available to the public.
3. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
4. In accordance with R.I.G.L. § 38-2-4, the City may charge a fee of fifteen (\$.15) cents per page for copies and/or fifteen (\$15.00) dollars per hour, after the first hour, for the search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of East Providence shall be considered one (1) request.
5. If, after review of your request, the City of East Providence determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the City reserves the right to claim such exemption.
6. If you feel that you have been denied access to public records, you have the right to petition the City Manager for a review of the determinations made. The city Manager shall make a final determination within ten (10) business days or you can file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.
7. The City of East Providence is not obligated to produce for inspection and/or copying records that are not in possession of the City of East Providence. Moreover, the City of East Providence is not required to reorganize, consolidate, or compile data that is not maintained by the City of East Providence in the form requested at the time the request to inspect the public records was made, except to the extent that such records are in electronic format and the public body would not be unduly burdened in providing such data.
8. The Rhode Island Public Records Act can be found online under Rhode Island General Laws § 38-2-1 and said Act delineates those records that are not public.

The City of East Providence is committed to providing public records in an expeditious and courteous manner, consistent with the Access to Public Records Act.

**CITY OF EAST PROVIDENCE PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS
TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone Number _____

Requested Records _____

.....
OFFICE USE ONLY

Request taken by _____ Request Number _____

Date _____ Time _____

Records to be available on _____ Mail _____ Pickup _____

Records Provided _____

Costs: _____ Copies _____ search and retrieval

Pursuant to R.I. Gen. Laws § 38-2-4, the City reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free of charge.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2-2(4)(i)(A) through (Y), this office reserves its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the City reserves the right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-7 (b).

Note: If you choose to pick up the records but did not include contact information (phone number, address, e-mail address, etc.), please contact Timothy J. Chapman, Esq., 435-7523 in order to establish a method of delivering the records to you.

Exeter Town Clerk

Accept APRA requests by email? Yes

Email address: clerk@town.exeter.ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 295-1248

Mailing address:

Exeter Town Clerk
675 Ten Rod Road
Exeter, RI 02822

Telephone number: (401) 294-3891

APRA procedures online? No



TOWN OF EXETER, RI

PROCEDURES FOR OBTAINING PUBLIC RECORDS

Pursuant to Rhode Island General Law 38-2-3(d) the Town of Exeter hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of Exeter may be presented orally or in writing to the Exeter Town Clerk in the Clerk's capacity as the designated Public Records Officer of the Town at the Exeter Town Clerk's Office, 675 Ten Rod Road, Exeter, RI 02822 during normal business hours (9:00 a.m. to 4:00 p.m. Monday through Friday) or (401) 295-7500.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (V), the Town reserves its right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the Town may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for purposes of search and retrieval fee and cost calculation only, multiple requests made by you within thirty (30) days to the Town of Exeter shall be considered one (1) request.
6. The Town of Exeter is not obligated to produce for inspection or copying of records that are not in the possession of the Town of Exeter. Moreover, the Town of Exeter is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Exeter in the form requested.

The Town of Exeter is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

In order to document the Town of Exeter's compliance with the Access to Public Records Act, please complete this form and forward to the Exeter Town Clerk at Exeter Town Clerk's Office, 675 Ten Rod Road, Exeter, RI 02822. For questions related to a request for records, please call: (401) 295-7500.



TOWN OF EXETER, RI
Public Records Request Form

Date of Request: _____

Name: _____

Records Requested: _____

(Attach additional sheets if necessary)

Contact Information (please provide at least one of the following):

Address: _____

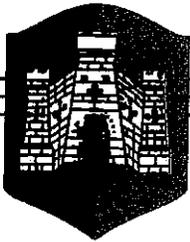
Email: _____

Telephone: _____ Facsimile: _____

I further declare that while inspecting original documents of the Town of Exeter, I will not remove, damage or in any way alter any original documents temporarily in my possession.

Signature

Deliver to: Exeter Town Clerk, Exeter Town Clerk's Office, 675 Ten Rod Road, Exeter, RI 02822 (295-7500)



Town of Exeter, Rhode Island

Lynn M. Hawkins

Town Clerk
Council Clerk
Probate Clerk

Email: clerk@town.exeter.ri.us

675 Ten Rod Road
Exeter, R.I. 02822

401-294-3891
401-295-7500

Fax: 401-295-1248

COPY REQUEST FORM

ESTATE NAME: _____
DOCKET NO: _____

DOCUMENTS REQUESTED: _____

REASON: _____

NAME: _____
ADDRESS: _____

PHONE: _____

SIGNATURE: _____
DATE: _____

COST: _____ Pages @ \$1.50/page* = _____ APPROVED: _____

METHOD OF PAYMENT: _____ DATE: _____

*RIGL Section 33-22-21(c)

Foster Town Clerk

Accept APRA requests by email? Yes

Email address: clsholly@townoffoster.com

Accept APRA requests by fax? Yes

Fax number: (401) 702-5010

Mailing address:

Foster Town Clerk
181 Howard Hill Road
Foster, RI 02825

Telephone number: (401) 392-9201

APRA procedures online? Yes

APRA procedures URL: http://www.townoffoster.com/pdf/clerk/Request_for_information_form.pdf

Procedures Relating to Access to Public Records – page 2

Any person seeking access to any public record which is required to be made available by General Laws 38-2 shall:

1. Make a written, signed request to the custodian of such records stating specifically which records are sought for inspection and/or copying.
2. The custodian shall within ten (10) business days of such requests either permit or deny such request; provided, however, that failure to take any action within said ten (10) days, shall be deemed to be a denial. Furthermore, the person to whom the request is made may, for good cause, extend the period for permitting or denying a request to (20) days.
3. The custodian shall designate the time and place at which records may be inspected or copied. In no case shall records be required to be removed from the Town offices and in no case shall records be required to be made available outside normal business hours.
4. As provided by General Laws 38-2-4 a reasonable charge shall be levied for search or retrieval of documents. Hourly costs for search and retrieval shall be \$15 per hour and no cost shall be charged for the first sixty (60) minutes of search or retrieval.

The person making the request shall be informed at the time the request is received of the charges and shall be furnished an estimate of the cost which will be incurred before any copies are made, the person making the request shall pay the estimated cost, and before any copies are delivered, the person making the request shall pay any balance due after credit for estimated cost paid.

5. Any person denied the right to inspect may, within twenty (20) days of the date of denial, petition the Town Council for a review as provided in General Laws 38-2-8, and the Town Council shall make a decision within (10) business days after the submission of the review petition.
6. If the Town Council determines that the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general. The attorney general shall investigate the complaint and if the attorney general shall determine that the allegations of the complaint are meritorious, he or she may institute proceedings for injunctive or declaratory relief on behalf of the complainant in the superior court of the county where the record is maintained. Nothing within this section shall prohibit any individual or entity from retaining private counsel for the purpose of instituting proceedings for injunctive or declaratory relief in the superior court of the county where the record is maintained.



Town of Foster

Est. 1781

**To: Town Clerk's Office
Town of Foster
181 Howard Hill Road
Foster, RI 02825**

Date: _____

In accordance with RI General Laws 38-2-3, I am requesting the following:

Information/Documents requested:

The cost of copying these documents for Foster residents will be 15¢ per page. Estimate of cost is not more than \$50.00, actual cost may less. Payment must be made before copies are received.

According to RI G.L. 38-2-4 a reasonable charge may be made for the search or retrieval of documents. A charge of \$15.00 per hour will be charged beginning after the first hour of search.

I am aware of the charges for the retrieval of the information I have requested.

Signature _____

Print Name _____

Address _____

Phone _____

Email address: _____

Please see page two for request procedures and an explanation of the appeal process.

cc: Town Solicitor

Glocester Town Clerk

Accept APRA requests by email? Yes

Email address: townclerk@GlocesterRI.org

Accept APRA requests by fax? Yes

Fax number: (401) 568-5850

Mailing address:

Glocester Town Clerk
1145 Putnam Pike
P.O. Box B
Chepachet, RI 02814-0702

Telephone number: (401) 568-6206 x0

APRA procedures online? No, just form

APRA form URL: <http://www.glocesterri.org/PublicRecordsRequest.pdf>

Town of Gloucester, RI
Tuesday, April 1, 2014

Chapter 387. PUBLIC RECORDS ACCESS

[HISTORY: Adopted by the Town Council of the Town of Gloucester 12-20-2012, effective 1-23-2013. Editor's Note: This policy superseded former Ch. 387, Public Records, Access To, adopted 9-19-1996 as Ch. III, § 2, 3-02-01, of the 1991 Code. Amendments noted where applicable.]

§ 387-1. Policy and procedure.

- A. The Town of Gloucester is an advocate for open government and has implemented a procedure per the Rhode Island Attorney General's office guidelines. (R.I.G.L. 2012, amendments included)
- B. Unless you are seeking prepared documents or documents readily available at the time of request, you will be asked to complete a public records request form, or you may submit your request in writing. You are not required to provide identification or the reason you seek the information.
- C. All public records request forms or written requests shall be received and time-stamped in the office of the Public Records Officer. The Public Records Officer will then forward a copy of this request form to the appropriate department for action.
- D. The Rhode Island Access to Public Records Act (which can be found at <http://www.riag.ri.gov>) allows a public body 10 business days to respond to the request, which can be extended an additional 20 business days for "good cause."
- E. If the individual making the request wants only to view the records, the department director will make an appointment for the citizen to come to his/her office during normal business hours within the time frame prescribed.
- F. If you feel that you have been denied access to public records, you should contact the Public Records Officer for further assistance. If you are not satisfied with the results, you should contact the Rhode Island Attorney General at the above website or at his/her office.

§ 387-2. Fees.

- A. Subject to the provisions of R.I.G.L. § 38-2-3, the cost per copied page of written documents provided to the public shall not exceed \$0.15 per page for documents copyable on common business or legal-size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.
- B. A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed \$15 per hour, and no costs shall be charged for the first hour of a search or retrieval.

C. A public body shall provide an estimate of the costs of a request for documents prior to providing copies, upon request.



_____ **Date of request/Deadline**

**THE TOWN OF GLOUCESTER, RHODE ISLAND
PUBLIC RECORDS REQUEST FORM**

Date: _____

Name (optional): _____

Address (optional): _____

Town: _____ State: _____ Zip Code: _____

Telephone (optional): _____

Requested Records: _____

=====

FEES: Subject to the provisions of R.I.G.L. § 38-2-3: the cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.

A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.

A public body shall provide an estimate of the costs of a request for documents prior to providing copies, upon request.

Received by: _____ Date: _____

Hopkinton Town Clerk

Accept APRA requests by email? Yes

Email address: townclerk@hopkintonri.org

Accept APRA requests by fax? Yes

Fax number: (401) 377-7788

Mailing address:

Hopkinton Town Clerk
1 Townhouse Road
Hopkinton, RI 02833

Telephone number: (401) 377-7777

APRA procedures online? Yes

APRA procedures URL:

http://hopkintonri.org/pdfs_downloads/TownHall/Non%20Police%20Records%20Request%20Form.pdf

EXHIBIT A

Town of Hopkinton, RI
Open Records Request Form under the Access to Public Records Act
For Non-Police Related Records

Date: _____

Name: _____

Address or way to contact you: _____

Requested Records/Information:

Requested Method of Delivery:

Office Use Only

Request Taken By: _____ Date _____ Time _____

Initial response required by: _____

Response provided on: _____

Costs:

Copies _____ Search and Retrieval Fees _____

If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the RI General Laws 38-2-2(4) (i) (A) through (W), the Department reserves the right to claim such exemption.

Thank you.

Town of Hopkinton, RI
Access to Public Records Act Policy

Requests for All Non-Police Related Town Records

Requests for Town public records are to come to the Town Clerk in person at Town Hall, or in writing either by mail: Hopkinton Town Clerk's Office, 1 Town House Road, Hopkinton, RI 02833 or by Email: townclerk@hopkintonri.org. Filling out the form attached hereto as Exhibit A will be helpful to us in processing your request in a timely manner.

Upon receipt of a request, the Town Clerk will consult with the Town Solicitor and a determination will be made as to what department is involved and an appropriate response will be prepared within the time frame allowed by law.

Charges are determined based on the amount of information requested and the time involved in assembling it in excess of 2 hours.

Hard copies of the information will be provided at a cost of \$0.15 per page. Checks are to be made payable to the Town of Hopkinton.

Estimated charges will be provided to the person making the request before any such charges are incurred.

Requests for All Town Police Related Records

Requests for records should be made directly to the Police Department in accordance with the Policy and Form attached hereto as Exhibit B.

Jamestown Town Clerk

Accept APRA requests by email? Yes

Email address: cfernstrom@jamestownri.net

Accept APRA requests by fax? Yes

Fax number: (401) 423-7230

Mailing address:

93 Narragansett Ave
Jamestown, RI 02835

Telephone number: (401) 423-7200

APRA procedures online? No, just form

APRA form URL: http://www.jamestownri.net/REQUEST_FOR_INFORMATION.pdf

POLICY AND PROCEDURES FOR ACCESS TO PUBLIC RECORDS TOWN OF JAMESTOWN, RHODE ISLAND

- Wherever possible, public records will be made available on a self-service basis. This method allows the public to conduct their own research during normal business hours and to make their own copies on Town provided equipment at a minimal cost.
- For records that are not readily available, written requests for access/copies must be made to the custodian of said records on forms provided for that purpose by the custodian.
- All requests must be specific in nature.
- In accordance with RI General Laws Title 38, Chapter 2 (*Access to Public Records*), the custodian of the requested record will, within a reasonable time, make the record available for inspection and/or copies. Failure to respond to a request within ten (10) business days shall be deemed to be a denial, except that, for a good cause, this limit may be extended for a period not to exceed thirty (30) business days.
- Any denial of access or copies shall be made in writing within ten (10) business days of the request, except that, for a good cause, this limit may be extended for a period not to exceed thirty (30) business days. The written denial shall provide specific reasons for denial and indicate the procedures for appealing the denial.
- Copies of written public documents will be made at a charge of fifteen (\$.15) per page on 8.5" x 11" or 8.5"x14" sized paper. Copies made on 11"x17" paper may be charged at a slightly higher rate.
- Search and retrieval services shall be charged at fifteen dollars (\$15.00) per hour, with no charge for the first thirty (30) minutes. All other costs in connection with the production of public records shall be charge at the rate billed to the Town.
- Whenever possible, the custodian shall estimate in writing the anticipated research time and copy costs before proceeding.
- The estimated fees must be paid at the time of the request, with any balance due payable prior to delivery of the copies. Credits will be refunded at the time of delivery.
- If the individual making the request wants to only view the record, the custodian will make an appointment for said inspection during normal business hours. The custodian will determine where the inspection will actually take place.
- Any public information maintained within a computer system will be provided in printout form at a cost equivalent to the Town for materials and labor required in fulfilling the request.
- This policy applies to all records maintained by the Town of Jamestown unless otherwise expressly provided by law.
- This policy was adopted by the unanimous vote of the Jamestown Town Council on September 22, 1997, in accordance with Section 802 of the Jamestown Charter.



Town of Jamestown

93 Narragansett Avenue
P.O. Box 377
Jamestown, Rhode Island 02835

REQUEST FOR ACCESS TO PUBLIC RECORDS TOWN OF JAMESTOWN

PLEASE PRINT

Name: _____

Address: _____

City/Town: _____

State: _____ Zip Code: _____

Daytime Phone #: _____

Fax Phone #: _____

E-Mail Address: _____

Date of Request: _____

Information Requested: _____

Staff Use Only

Research Started: _____

Research Ended: _____

Number of Pages: _____

Charges: _____

Staff Member: _____

Date of Response: _____

Johnston Town Clerk

Accept APRA requests by email? Yes

Email address: vbaccari@johnston-ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 553-8835

Mailing address:

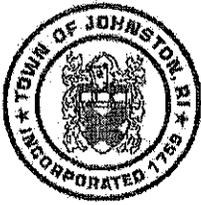
Johnston Town Clerk
1385 Hartford Avenue
Johnston, RI 02919

Telephone number: (401) 351-6618

APRA procedures online? Yes

APRA procedures URL:

<http://townofjohnstonri.com/access-to-public-records-policy-request-form/>



Town of Johnston

PROCEDURE FOR OBTAINING ACCESS TO PUBLIC RECORDS

Pursuant to Rhode Island General Law § 38-2-3(d), the Town of Johnston hereby adopts the following procedure for requesting and/or obtaining public records:

1. A request to inspect and/or copy public records of the Town of Johnston may be presented to the Town Clerk, who is the designated public records officer for the Town of Johnston. The Town Clerk's Office is located at 1385 Hartford Avenue, Johnston, Rhode Island, 02919. Any request to inspect and/or copy public records may be made in person at the Town Clerk's Office during normal business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) or via telephone at (401) 351-6618.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and to ensure that you are provided with the public records in an expeditious manner, the Town asks that you complete the Public Records Request Form. A copy of this form is available at the Town Clerk's Office and is also available on the Town's website.
3. Requests that seek information which is available pursuant to R.I.G.L. § 42-35-2 (the Administrative Procedures Act) and requests that seek other documents that are prepared for or readily available to the public are not required to be submitted in written form.
4. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provision of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of the receipt of the request.
5. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. § 38-2-2(5)(i)(A) through (Y), the Town reserves the right to claim such an exemption.
6. In accordance with R.I.G.L. § 38-2-4, the Town may charge a fee of fifteen (\$.15) cents per page for copies and/or fifteen (\$15.00) dollars per hour, after the first hour, for the search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Johnston shall be considered one (1) request.
7. The Town of Johnston is not obligated to produce for inspection and/or copying records that are not in the possession of the Town of Johnston. Moreover, the Town of Johnston is not required to reorganize, consolidate, or compile data that is not

maintained by the Town of Johnston in the form requested at the time the request to inspect the public records was made, except to the extent that such records are in electronic format and the public body would not be unduly burdened in providing such data.

The Town of Johnston is committed to providing public records in an expeditious and courteous manner, consistent with the Access to Public Records Act.

Adopted: August 31, 2012

Revised: March 6, 2013

By:


Joseph M. Polisena, Mayor
Town of Johnston

Lincoln Town Clerk

Accept APRA requests by email? Yes

Email address: kallen@lincolnri.org

Accept APRA requests by fax? Yes

Fax number: (401) 753-7107

Mailing address:

Lincoln Town Clerk
100 Old River Road
Lincoln, RI 02865

Telephone number: (401) 333-1100 x8005

APRA procedures online? Yes

APRA procedures URL:

<http://www.lincolnri.com/documents/townclerk/REQUEST%20FOR%20INFORMATION.pdf>

TOWN OF LINCOLN, RHODE ISLAND

INFORMATION REQUEST FORM

PLEASE PRINT

Name: _____

Address: _____

P.O. Box: _____

City/Town: _____

State: _____

Daytime Phone: _____

Fax Number: _____

Date of Request: _____

Information Requested: _____

1. Cost per copy of documents is 15 cents per page.
2. Cost for land evidence and probate records is \$1.50 per page . Must provide book and page numbers for land evidence.
3. Sign and mail or fax (401-753-7107) your request to: Town Clerk's Office. P.O. Box 100, Lincoln, RI 02865. Please include your telephone number. You will be contacted with the cost of your request so you can mail a check

Little Compton Town Clerk

Accept APRA requests by email? Yes

Email address: cwordell@TLCRI.com

Accept APRA requests by fax? Yes

Fax number: (401) 635-2470

Mailing address:

Little Compton Town Clerk
40 Commons
Little Compton, RI 02837

Telephone number: (401) 635-4219

APRA procedures online? Yes

APRA procedures URL:

<http://www.little-compton.com/docs/PublicRecords/Public%20Records%20Request%20Guidelines%20and%20form.pdf>

Town of Little Compton, RI
Town Clerk's Office
Carol A. Wordell, Town Clerk

PUBLIC RECORDS REQUEST GUIDELINES

The Town Clerk's Office is the Designated Public Records Unit (excluding the School Department). The DPRU shall refer any request for records not under their jurisdiction to the appropriate department upon receipt and notify the requestor of the referral.

The Office of the Town Clerk has instituted the following procedure to help you obtain public records:

1. To reach us by telephone please call (401) 635-4400.
2. The regular business hours of the Office are 8:00 AM to 4:00 PM, Monday through Friday.
3. Staff Members may ask the reason for your request, as its regular course of business. However, you are not required to provide the reason you seek the information nor are you required to provide identification, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form which can be found on our website at <http://www.little-compton.com> or at the Town Clerk's Office.
5. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://www.riag.ri.gov/civil/opengovernment>.
6. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause". We appreciate your understanding and patience.
7. If you feel that you have been denied access to public records, you have the right to file a review petition with the Chief Elected Official for Little Compton, which is the Town Council President. If you are still not satisfied, you may file a lawsuit in Superior Court.
8. The Office of the Town Clerk is committed to providing you with public records in an expeditious and courteous manner.

Town of Little Compton, RI
Town Clerk's Office
Carol A. Wordell, Town Clerk

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____
Name (optional) _____
Address (optional) _____

Telephone (optional) _____
Requested Records: _____

OFFICE USE ONLY

Request taken by _____
Date _____ Time _____
Records to be available on _____ Mail _____ Pick Up _____
Records provided _____
Costs: for copies: _____ for search and retrieval: _____

Please note that if, after review of your request, the Town Clerk's Office determines that the records requested are exempt from disclosure for a reason set forth in RI General Laws Section 38-2-2(4)(i)(A) through (Y), the office reserves its right to claim such exemption.

Middletown Town Clerk

Accept APRA requests by email? Yes

Email address: wmarshall@middletownri.com

Accept APRA requests by fax? Yes

Fax number: 401-845-0406

Mailing address:

Middletown Town Clerk
350 E Main Road
Middletown, RI 02842

Telephone number: (401) 847-0009

APRA procedures online? Yes

APRA procedures URL: <http://www.middletownri.com/government/public-records-request>

TOWN OF MIDDLETOWN
PUBLIC RECORDS REQUEST GUIDELINES AND FORM

Pursuant to Rhode Island General Law (R.I.G.L.) 38-2-3(d), the Town of Middletown has instituted the following procedure in compliance with the Access to Public Records to assist you in obtaining public records:

1. A request to inspect and/or copy public records of the Town of Middletown may be presented orally or in writing to the Public Records Officer of each Department as listed below:
 - a. Town Administrator Shawn Brown (401) 849-2898, sbrown@middletownri.com
 - b. Town Clerk Wendy J.W. Marshall (401) 847-0009, wmarshall@middletownri.com
 - c. Finance Director Lynne Dible (401) 846-4478, ldible@middletownri.com
 - d. Tax Assessor George Durgin (401) 847-7300, gdurgin@middletownri.com
 - e. Building Official Jack Kane (401) 847-5769, jkane@middletownri.com
 - f. Town Planner Ronald Wolanski (401) 849-4027, rwolanski@middletownri.com
 - g. IT Director Matthew Wainwright (401) 847-3830, mwainwright@middletownri.com
 - h. Parks and Recreation Director Timothy Shaw (401) 847-1993, tshaw@middletownri.com
 - i. Department of Public Works Director Thomas O'Loughlin (401) 846-2119, toloughlin@middletownri.com
 - j. Fire Department Chief Ron Doire 846-7888, rdoire@middletownri.com
 - k. Police Department Lt. Rob Nutt, 842-6500 ext. 7016, rnutt@middletownri.com
 - l. Senior Center Director Arleen Kaull, 849-8823, akaull@middletownri.com
 - m. Public Library Director Theresa Coish, 846-1573, tcoish@middletownri.com
 - n. Middletown Public Schools Superintendent Rosemarie Kraeger (401) 849-2122, rkraeger@mpsri.net
2. The regular business hours of the Town Hall are 8:00 a.m. to 4:00 p.m. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form attached to these guidelines. Additional copies of the Public Records Request guidelines and form are available in each department listed above or on our website at www.middletownri.com.
3. Although not required, in order to ensure compliance with the Access to Public Records Act and in order to provide you with the public records in the most efficient manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records or documents prepared for or readily available to the public.

4. The Town Department from which you request public records may ask you the reason for your request as part of its regular course of business. However, you are not required to provide personal identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
5. Vital Records are not public information.
6. All public records readily available may be searched by the individual.
7. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) days for "good cause" [RIGL 38-2-3(e)]. In such an instance, a response will be provided within thirty (30) days of receipt of request. We appreciate your understanding and patience.
8. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the Town reserves its right to claim such exemption.
9. In accordance with R.I.G.L. 38-2-4, the Town may charge a fee of fifteen cents (\$0.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for the purpose of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Middletown shall be considered one (1) request.
10. The Town of Middletown is not obligated to produce for inspection or for copying any records that are not in the possession of the Town of Middletown. Moreover, the Town of Middletown is not required to reorganize, consolidate, or compile data that is not maintained by the Town in the form requested.
11. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.
12. The Town of Middletown is committed to providing you with public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

Town of Middletown, Rhode Island
PUBLIC RECORDS REQUEST

For questions related to a request for public records, please contact the Town Clerk's office at (401) 847-0009 or at wmarshall@middletownri.com.

Date requested: _____

Department Requested from: _____

Name (optional): _____

Address (optional): _____

Phone (optional): _____

Email address: _____

Requested Records (please be specific):

Cost:

- a. Standard photocopies of public documents: \$0.15 per page (R.I.G.L., Access to Public Records Act, Sec. 38-2-1. et seq., 38-2-4)
- b. Search and retrieval of documents: \$15.00 per hour with no cost charged for the first hour
- c. Land Evidence Documents and Probate Records: \$1.50 per page (R.I. G. L. 34-13-9)

Please note: vital statistics are not public records.

I declare that while inspecting original documents of the Town of Middletown, I will not remove, damage or in any way alter any original documents temporarily in my possession.

Signature: _____ Date: _____

Office Use Only:

Date Received: _____ Time: _____ Received By: _____

of pages requested: _____ Fee Charged: _____

Narragansett Town Clerk

Accept APRA requests by email? Yes

Email address: airons@narragansettri.gov

Accept APRA requests by fax? Yes

Fax number: (401) 783-9637

Mailing address:

Narragansett Town Clerk
25 5th Avenue
Narragansett, RI 02882

Telephone number: (401) 782-0623

APRA procedures online? Yes

APRA procedures URL: <http://www.narragansettri.gov/DocumentCenter/View/2390>



TOWN OF NARRAGANSETT
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882
Tel. (401) 789-1044 Fax (401) 783-9637
www.narragansettri.gov

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law §38-2-3-(d) the Town of Narragansett hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of Narragansett may be presented orally or in writing to the following Designated Public Records Officers during normal business hours Monday through Friday as indicated below.

Fire Department

Judy Christofaro
Public Safety Building
40 Caswell Street
Narragansett, RI 02882
jchristofaro@narragansettri.gov
(8:30 a.m. to 4:00 p.m.)

Police Department

Linda Piccirilli
Records Department
Public Safety Building
40 Caswell Street
Narragansett RI 02882
lpiccirilli@narragansettri.gov
(8:30 a.m. to 12:00 p.m.)

Town Departments

Anne M. Irons, CMC-Town Clerk
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
airons@narragansettri.gov
(8:30 a.m. to 4:30 p.m.)

2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.

TOWN OF NARRAGANSETT PROCEDURE FOR OBTAINING RECORDS

Page Two

3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection §38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in RIGL § 38-2-2(4) (A) through (Y), the Town reserves its right to claim such exemption.
5. In accordance with Rhode island General Laws 38-2-4, the Town may charge for a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Narragansett shall be considered one (1) request.
6. The Town of Narragansett is not obligated to produce for inspection or copying records that are not in the possession of the Town of Narragansett. Moreover, the Town of Narragansett is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Narragansett in the form requested except to the extent that such records are in an electronic format and the town would not be unduly burdened in providing such data.

The Town of Narragansett is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.



TOWN OF NARRAGANSETT

TOWN CLERK'S OFFICE

Town Hall • 25 Fifth Avenue • Narragansett, RI 02882

Tel. (401) 789-1044 Fax (401) 783-9637

www.narragansettri.gov

**PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

In order to document the Town of Narragansett's compliance with the Access to Public Records Act, please complete this form and forward to the public records unit at the Town Clerk's Office, 25 Fifth Avenue, Narragansett, RI 02882. For questions related to a request for records, please call: (401) 782-0603.

Date _____ Request Number _____

Name (optional) _____

Contact information (please provide at least one of the following):

Address (optional) _____

Telephone (optional) _____

Facsimile (optional) _____

Requested Records _____

I further declare that while inspecting original documents of the Town of Narragansett, I will not remove, damage, or in any way alter any original documents temporarily in my possession.

Signature

OFFICE USE ONLY

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Email _____ Pick Up _____

Record Provided: _____

Costs: _____ copies _____ search and retrieval

Forward this Document to the Town Clerk's Office

Town of Narragansett – Public Records Request Receipt

If you desire to pick up the records they will be available on _____ in the Town Clerk's Office. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in RIGL §38-2-2(4) (i) (A) through (Y), the Town reserves its right to claim such exemption. **Note:** If you chose to pick up the records, but did not include identifying information on this form (name, etc.) please inform the clerk's office of the date you made the request, records requested and request number.

New Shoreham Town Clerk

Accept APRA requests by email? Yes

Email address: townclerk@new-shoreham.com

Accept APRA requests by fax? Yes

Fax number: (401) 466-3219

Mailing address:

New Shoreham Town Clerk
PO Box 220
Block Island RI 02807

Telephone number: (401) 466-3200

APRA procedures online? Yes

APRA procedures URL:

<http://www.new-shoreham.com/docs/PublicRecordsReqForm&Guide%202014.pdf>

TOWN OF NEW SHOREHAM PUBLIC RECORDS REQUEST GUIDELINES & REQUEST FORM

The Town of New Shoreham adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, *et. seq.*, and has instituted the following procedure for the public to obtain public records.

1. The Public Records Officer is Town Clerk Fiona Fitzpatrick, 401-466-3200. The regular business hours of the Town Clerk's Department are 9:00 a.m. to 3:00 p.m. Our mailing address is New Shoreham Town Clerk, PO Box 220, Block Island RI 02807 and we are located in the Town Hall on Old Town Road in Block Island. Requests may be mailed to the PO Box, hand delivered, faxed to (401) 466-3219 or emailed to townclerk@new-shoreham.com.
2. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form attached to these guidelines or otherwise submit your request in writing. If you are seeking documents prepared for or readily available to the public and do now wish to submit a written request, contact us.
4. You may also obtain by request a handout on the Access to Public Records Act, which summarizes the procedures and your rights to access public records.
5. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended for an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
6. The Town may charge a research and retrieval fee of \$15.00 per hour, the first hour is free. Copies are 15¢ per page.
7. If you feel that you have been denied access to public records, you have the right to file a review petition with the Town Manager. If you are still not satisfied, you may file a review petition with the Rhode Island Attorney General.

The Town of New Shoreham is committed to providing you with public records in an expeditious and courteous manner.

**TOWN OF NEW SHOREHAM
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

-----OFFICE USE ONLY-----

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ (By mail _____) (For pick up _____)

Records provided: _____

Costs: Copies _____ Search and Retrieval _____

FORWARD THIS DOCUMENT TO TOWN CLERK'S OFFICE

Town of New Shoreham – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town Clerk's Office. If, after review of your request, the Town Clerk determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Town reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form, (name, etc.) please inform the office of the date you made the request, records requested and request number. Thank you.

Newport City Clerk

Accept APRA requests by email? Yes

Email address: ksilvia@cityofnewport.com

Accept APRA requests by fax? No

Mailing address:

Newport City Clerk
43 Broadway
Newport, RI 02840

Telephone number: (401) 845-5351

APRA procedures online? Yes

APRA procedures URL:

<http://www.cityofnewport.com/departments/city-clerk/access-to-public-records>

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law 38-2-3(d), the City of Newport hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Newport may be presented orally or in writing to the Office of the City Clerk of the City of Newport, 43 Broadway, Newport, Rhode Island 02840 during normal business hours (8:30 AM to 4:30 PM, Monday through Friday), by calling 401-845-5351, or by e-mailing ksilvia@cityofnewport.com.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Act Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instances, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the City reserves the right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Newport shall be considered one request.
6. The City of Newport is not obligated to produce for inspection or copying records that are not in the possession of the City of Newport. Moreover, the City of Newport is not required to reorganize, consolidate, or compile data that is not maintained by the City of Newport in the form requested.

The City of Newport is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

To submit an online request for public records, please provide the following information. A valid email address and description of records requested is required.

Contact Information: (Please provide the following information)

First Name

Last Name

Address

City

State

Zip

Email

Telephone/Facsimile

Requested Info:

CITY OF NEWPORT, RHODE ISLAND

Office of the City Clerk

PUBLIC INFORMATION REQUEST

Date: _____

Name (please print): _____

Telephone No.: _____

Address (if information is to be mailed):

Information requested, please be specific: _____

For the time period of: _____

ALL COPIES OF PUBLIC DOCUMENTS ARE \$.15 PER PAGE
(Access to Public Records Act—RI General Laws Sec. 38-2-1 et seq)

FOR OFFICE USE ONLY

REQUEST REFERRED TO: _____

DATE: _____ BY: _____

DEPT. RESPONSE TO THIS REQUEST PROVIDED ON: _____

BY: _____ DEPT: _____

RESPONSE TO INQUIRER PROVIDED ON _____ BY _____

North Kingstown Town Clerk

Accept APRA requests by email? Yes

Email address: jalyward@northkingstown.org

Accept APRA requests by fax? Yes

Fax number: (401) 294-2437

Mailing address:

North Kingstown Town Clerk
80 Boston Neck Rd.
North Kingstown, RI 02852-5762

Telephone number: (401) 294-3331

APRA procedures online? Yes

APRA procedures URL:

<http://northkingstown.org/sites/northkingstown.org/files/pdf-attachments/APRA%20Procedures.pdf>

TOWN OF NORTH KINGSTOWN
PROCEOURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law 38-2-3(d) the Town of North Kingstown hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of North Kingstown may be presented orally or in writing to the following Designated Public Records Officers during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday):

Police Department

Captain Patrick Flanagan
8166 Post Road
North Kingstown, RI 02852

Finances

Patricia A. Sunderland
Finance Director
80 Boston Neck Road
North Kingstown, RI 02852

Planning

Jonathan A. Reiner
Planning Director
55 Brown Street
North Kingstown, RI 02852

All Other Requests

Jeannette Alyward
Town Clerk
80 Boston Neck Road
North Kingstown, RI 02852

2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you re provided with the public records you seek in an expeditious manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the Town reserves its right to claim such exemption.

5. In accordance with Rhode Island General Laws 38-2-4, the Town may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of North Kingstown shall be considered one (1) request.
6. The Town of North Kingstown is not obligated to produce for inspection or copying records that are not in the possession of the Town of North Kingstown. Moreover, the Town of North Kingstown is not required to reorganize, consolidate, or compile data that is not maintained by the Town of North Kingstown in the form requested.

The Town of North Kingstown is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

TOWN OF NORTH KINGSTOWN

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

In order to document the Town of North Kingstown's compliance with the Access to Public Records Act, please complete this form and forward to the public records unit at the Town Clerk's Office, 80 Boston Neck Road, North Kingstown, RI 02882. For questions related to a request for records, please call: (401) 268-1551.

Date of Request: _____

Name: _____

Records Requested: _____

Contact information (please provide at least one of the following):

Address: _____

Email: _____

Telephone: _____ Facsimile: _____

I further declare that while inspecting original documents of the Town of North Kingstown, I will not remove, damage or in any way alter any original documents temporarily in my possession.

Signature

North Providence Town Clerk

Accept APRA requests by email? Yes

Email address: mdeangelus@northprovidenceri.gov

Accept APRA requests by fax? Yes

Fax number: (401) 232-3434

Mailing address:

North Providence Town Clerk
2000 Smith St.
North Providence, RI 02911

Telephone number: (401) 232-0900 x205

APRA procedures online? Yes

APRA procedures URL: <http://northprovidenceri.gov/town-clerk/access-to-public-records/>

TOWN OF NORTH PROVIDENCE
ACCESS TO PUBLIC RECORDS REQUEST GUIDELINES

The Town of North Providence has instituted the following procedure to help you obtain public records.

1. The contact person for a Public Records request is the Town Clerk.
2. To reach us by telephone, please call (401) 232-0900 and ask to be connected to the Town Clerk.
3. The regular business hours of the North Providence Town Hall are Monday through Friday, 8:30 a.m. to 4:30 p.m. If you come into the Town Hall during business hours, please complete the Public Records Request Form at the Office of the Clerk.
4. Requests to inspect public records can also be mailed to the Office of the Town clerk, 2000 Smith Street, North Providence, RI 02911, or emailed to: mdeangelus@northprovidenceri.gov.
5. The Town Clerk may ask you the reason for your request, as its regular course of business. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
6. A copy of the Attorney General's Guide to Open Government can be found at <http://www.riag.ri.gov/civil/opengovernment/> .
7. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) days for "good cause". We appreciate your understanding and patience.
8. If you feel that you have been denied access to public records, you have the right to petition the chief administrative officer for a review of the determination made by the Town Clerk, and the chief administrative officer shall make a final

determination whether or not to allow public inspection within ten (10) business days after the submission of the review petition.

9. If the custodian of the records or the chief administrative officer determine that the record is not subject to public inspection, you may file a complaint with the attorney general in accordance with R.I. Gen. Laws § 38-2-8. If you are still not satisfied, you may file a lawsuit in Superior Court.

10. The Town of North Providence is committed to providing you with public records in an expeditious and courteous manner.

**TOWN OF NORTH PROVIDENCE
2000 Smith Street
North Providence, RI 02911**

**PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT
R.I. GEN. LAWS § 38-2-1 ET SEQ.**

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Email Address (optional) _____

Telephone (optional) _____

Requested Records:

OFFICE USE ONLY:

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick Up: _____

Records provided: _____

Costs: Copies \$ _____ Search and retrieval \$ _____

Forward this Document to the Public Records Officer

Town of North Providence – Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the office of the Town Clerk. If, after review of your request, the Town of North Providence determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2-2(4)(A) through (Y), the Town of North Providence reserves its right to claim such exemption.

Please be advised that the Town of North Providence cannot require that a records request be on the Town of North Providence's form or otherwise be written, if the request is readily identifiable as a public records request. This form is provided solely for your convenience.

NOTE: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the Town Clerk of the date you made the request, records requested and request number. Thank you.

North Smithfield Town Clerk

Accept APRA requests by email? Yes

Email address: Dtodd@nsmithfieldri.org

Accept APRA requests by fax? No

Mailing address:

North Smithfield Town Clerk
575 Smithfield Road
North Smithfield, RI 02896

Telephone number: (401) 767-2200 Ext. 326

APRA procedures online? Yes

APRA procedures URL:

<http://www.nsmithfieldri.org/resources/common/userfiles/file/08-29-12%20Public%20Records%20Request%20Procedure-1.pdf>

TOWN OF NORTH SMITHFIELD PUBLIC RECORDS REQUEST PROCEDURES

The Town of North Smithfield (the “Town”) adheres to the Access to Public Records Act, R.I. Gen. Laws § 38-2-1 et. seq., and has instituted the following procedures for the public to obtain public records:

1. For any requests relating to adult arrest logs or Police Department records, please contact the Officer In Charge of each at (401) 762-1212 and submit any written request to said Officer In Charge. The Police Department is located at 575 Smithfield Road, North Smithfield.
2. For all other public records requests, please contact the Town Clerk (the Town’s designated public records officer), or in the Town Clerk’s absence any of the Town’s Deputy Town Clerks, and submit any written request to the Town Clerk’s Office. The Town Clerk’s Office is available by telephone at (401) 767-2200 Ext. 326 and Ext. 321 and its regular business hours are as follows: Monday – Wednesday 8:00 a.m. to 4:00 p.m.; Thursday 8:00 a.m. – 7:00 p.m.; and Friday 8:00 a.m. to 12:00 p.m. The Town Clerk’s Office is located at 575 Smithfield Road, North Smithfield in the Municipal Office Building shared with the Police Department.
3. You are not required to make a written request for public information available pursuant to R.I. Gen. Laws § 42-35-2 as for other documents prepared for or readily available to the public. Further, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located at the front desk of the Town Clerk’s Office, at the Police Department, or available on our website www.nsmithfieldri.org or otherwise submit your request in writing to the Town Clerk or Police Department, as applicable.
5. Please be advised that the Access to Public Records Act allows the Town ten (10) business days to respond to your request, which can be extended an additional twenty (20) business days for “good cause”. However, the Town has forty-eight (48) hours (or seventy-two (72) hours if the request is made on a weekend or a holiday) to respond to your request for adult arrest logs. We appreciate your understanding and your patience.
6. Please be advised you shall be responsible for the following charges relating to your records request:
 - \$0.15 per photocopy on letter/legal sized paper (copies on paper larger than letter/legal-sized will be charged at the actual production or reproduction cost)
 - \$15.00 per search/retrieval hour (no cost shall be charged for the first hour of search and retrieval)
 - Actual reasonable costs of delivery or for providing electronic records
 - There is no copying charge for documents delivered electronically
7. The Town of North Smithfield is committed to providing you with public records in an expeditious and courteous manner.

TOWN OF NORTH SMITHFIELD

PUBLIC RECORDS REQUEST FORM PURSUANT TO THE ACCESS TO PUBLIC RECORDS ACT

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____ (you are only required to provide an address if requesting that records be sent to you)

Telephone (optional) _____

Requested Records: _____

Please select preferred method of delivery of requested records:

Review and inspect records at Town Clerk's Office or Police Department (no copies made in advance)

Pick copies up at Town Clerk's Office

Copies mailed to address provided above

Copies sent (if possible) to _____ e-mail address

Copies sent (if possible) to facsimile # _____

OFFICE USE ONLY

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____

Records provided on _____

Costs:

_____ Copies

_____ Search and Retrieval

_____ Other

Town of North Smithfield - Public Records Request Receipt

You records request was made on _____. If, after a review of your request the Town determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Town reserves its right to claim such exemption.

Pawtucket Law Department

Accept APRA requests by email? Yes

Email address: FMilos@PAWTUCKETRI.com

Accept APRA requests by fax? No

Mailing address:

Pawtucket City Hall, Law Department
Room 209
137 Roosevelt Avenue
Pawtucket, RI 02860

Telephone number: (401) 767-2200 x326

APRA procedures online? Yes

APRA procedures URL:

<http://www.pawtucketri.com/documents/law/APRA%20-%20Guidelines%20to%20Public%20Records%20-%202012.pdf>

**CITY OF PAWTUCKET
PUBLIC RECORDS REQUEST PROCEDURE**

The City of Pawtucket has adopted the following procedure in order to assist you in requesting and obtaining public records pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2-1, et seq.).

1. A request to inspect and/or copy public records of the City of Pawtucket may be presented orally or in writing to the Law Department located at Pawtucket City Hall, Room 209, 137 Roosevelt Avenue, Pawtucket, Rhode Island 02860 during normal business hours (8:30 a.m. to 4:30 p.m. – Monday through Friday). In order to make a public records request orally or by e-mail or facsimile, please contact the Law Department at 728-0500 ext. 308. The public records officer is City Solicitor, Frank J. Milos, Jr., Esq.
2. Although not required, in order to ensure that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the City's Public Records Request Form, or otherwise provide a written request for records that clearly identifies the records you seek. A written form is not requested if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for good cause. We appreciate your understanding and patience.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the City reserves its right to claim such exemption.
5. The City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days shall be considered one (1) request.
6. The City of Pawtucket is not obligated to produce for inspection or copying records that are not in the possession of the City of Pawtucket. Moreover, the City of Pawtucket is not required to reorganize, consolidate, or compile data that is not maintained by the City of Pawtucket in the form requested.

Additional copies of these Guidelines and the request form are available on the City of Pawtucket website at <http://pawtucketri.com/departments/law/>.

The City of Pawtucket is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.



**OFFICE OF THE CITY SOLICITOR
PUBLIC RECORDS REQUEST FORM**

In order to facilitate a prompt and accurate response to your request, we encourage you to fill out the following:

Date: ____/____/____

Name: _____

Address (optional): _____

Phone number (optional): _____

E-mail address (optional): _____

Requested Records: _____

OFFICE USE ONLY:

Request taken by: _____ Date: _____

Forward this document to the Law Department

Pursuant to R.I. Gen. Laws § 38-2-4, the City reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free of charge.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws §38-2-2(4)(i)(A) through (Y), this office reserves its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the City reserves to right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-7 (b).

Note: If you choose to pick up the records but did not include contact information (phone, number, address, e-mail address, etc.), please contact Frank J. Milos, Jr., Esq., 728-0500 ext. 308 in order to establish a method of delivering the records to you.

Portsmouth Town Clerk

Accept APRA requests by email? Yes

Email address: jmower@portsmouthri.com

Accept APRA requests by fax? No

Mailing address:

Portsmouth Town Clerk
2200 East Main Road
Portsmouth, RI 02871

Telephone number: (401) 683-2101

APRA procedures online? Yes

APRA procedures URL: <http://www.portsmouthri.com/250/Town-Online-Services>

Town of Portsmouth

2200 East Main Road
Portsmouth, Rhode Island

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. Gen. Laws Section 38-2-1, et seq.

The Town is committed to providing the public with access to public records under R.I. Gen. Laws Section 38-2-2 from all Town departments. The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. However, for any person who (1) does not desire to make an oral request; (2) wishes to make a formal written request; (3) has a request that needs clarification; or (4) has a request outside of normal business hours, please complete the "Request for Records Under the Access to Public Records Act" form available at any Town Department or by following these procedures.

Pursuant to R.I. Gen. Laws Section 38-2-3(d), the Portsmouth Town Administrator has established the following procedure regarding access to public records:

1. A request to inspect and/or copy public records of the Town of Portsmouth may be presented orally or in writing to the Public Records Officer in each department as listed below:
 - Town Administrator John Klimm, (401) 683-3255, jklimm@portsmouthri.com
 - Town Clerk Joanne Mower, (401) 683-2101, jmower@portsmouthri.com
 - Finance/Personnel Director James Lathrop, (401) 683-9118, jlathrop@portsmouthri.com
 - Building Official George Medeiros, (401) 683-3611, gmedeiros@portsmouthri.com
 - Town Planner Gary Crosby, (401) 643-0382, gcrosby@portsmouthri.com
 - Canvasser Jacqueline Schulz, (401) 683-3157, jschulz@portsmouthri.com
 - DPW Deputy Director Brian Woodhead, (401) 683-0362, bwoodhead@portsmouthri.com
 - Police Records Clerk Debbie Pappas, (401) 683-0300, dpappas@portsmouthri.com

Normal business hours may vary for each department, though in general Town Hall is open from 8:30 a.m. to 4:30 p.m. In order to receive the records you request in a prompt manner, we ask that you complete the Request for Public Records Under the Access to Public Records Act form attached to these procedures. Copies are available in each department or online following these procedures.

2. The Public Records Officer in each department will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek expeditiously, the Town asks that you complete the Public Records Act Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.

3. There are times/circumstances when the records will not be available at the time you make your request. If the records are not readily available, they can either be mailed to you or you can pick them up on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request per R.I. Gen. Laws Section 38-2-3(e). The Act further provides that for good cause, a public body may submit a written request for an extension of up to twenty (20) business days to process the request. We thank you in advance for your understanding if it is necessary to request this extension.
4. **Costs.** The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents will be fifteen cents (\$0.15) for page copied on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. We will be more than happy to provide you with an estimate. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
5. **Public Records.** A “public record” is defined as “documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency” (R.I. Gen. Laws Section 38-2-2).
6. **Redaction.** Although a document may constitute a public record, there may be some information contained on the document that may be redacted/deleted as it may be exempt from disclosure under R. I. Gen. Laws Section 38-2-2.
7. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. Gen. Laws Section 38-2-2(4).
8. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body by the Town may petition the Town Administrator for review of the decision denying the request. Any petitions from a denial should be addressed to John C. Klimm, Town Administrator. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the review petition per R.I. Gen. Laws Section 38-2-8.
9. **Complaint to the Attorney General.** If the Town Administrator determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general (150 Main Street, Providence, RI 02903; Telephone: 401-274-4400) or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Providence County.

Town of Portsmouth

2200 East Main Road
Portsmouth, Rhode Island
Phone: (401) 683-3255

**REQUEST FOR RECORDS UNDER THE
ACCESS TO PUBLIC RECORDS ACT**

Date: _____ Request Number: _____
(given by Official)

Name (optional): _____

Address (optional): _____

Telephone (optional): _____

Requested Records: _____

If these records are not readily available at the time of your request, please advise if you prefer to:

_____ Pick up the records _____ Have records sent by regular mail

For Office Use Only

Request taken by: _____ Request Number: _____

Request referred to: _____

Date: _____ Time: _____

Dept. response to this request provided on: _____

Records to be available on: _____ Mail: _____ Pick-up: _____

Records provided:

Costs: _____ Copies: _____ Search and Retrieval: _____

Designated Public Officer's Office- Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town _____'s Office. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up these records but did not include identifying information on this form (name, address, etc.), please inform the Public Records Officer of the date that you made the request, the records requested and Request Number: _____.

Providence Law Department

Accept APRA requests by email? No -- but can be submitted online

Accept APRA requests by fax? Yes

Fax number: (401) 680-5520

Mailing address:

Public Records Unit, Law Department
444 Westminster Street, Suite 220
Providence, RI 02903

Telephone number: (401) 421-7740

APRA procedures online? Yes

APRA procedures URL: <https://www.providenceri.com/law/apra-request>



LAW DEPARTMENT

OFFICIAL WEBSITE OF THE CITY OF PROVIDENCE, RHODE ISLAND

Search ProvidenceRI.com



CITY OF PROVIDENCE Angel Taveras, Mayor

PROCEDURE FOR OBTAINING CERTAIN RECORDS

If you are seeking copies of birth, death, or marriage certificates, these are available from the [Office of Vital Statistics](#) - 401-421-7740 ext. 701.

Pursuant to Rhode Island General Law 38-2-3(d) the City of Providence hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Providence may be presented orally or in writing to the Public Records Unit at 444 Westminister Street, Suite 220, Providence, RI 02903 during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday) or (401) 680-5333.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instances, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(4)(A) through (Y), the City reserves its right to claim such exemption. In the event that you disagree with the City's opinion regarding exemption, you may file a review petition with the chief administrative officer of the department that maintains the records that you seek. If the chief administrative officer affirms the City's position, you may then file a complaint with the Department of Attorney General. You may also file an action for injunctive or declaratory relief in Providence County Superior Court.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Providence shall be considered one (1) request.
6. The City of Providence is not obligated to produce for inspection or copying of records that are not in the possession of the City of Providence. Moreover, the City of Providence is not required to reorganize, consolidate, or compile data that is not maintained by the City of Providence in the form requested.

The City of Providence is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

To submit an online request for public records please provide the following information. A valid e-mail address and description of records requested are required.

Contact Information

(please provide the following information)

Law Department

[Meet the City Solicitor](#)

[Staff Directory](#)

[Affirmative Litigation](#)

[Nuisance Task Force](#)

[CLE Program](#)

[ADA Compliance](#)

[Public Records Request](#)

[Filing a Claim](#)

[Claim Inquiries](#)

[FAQs](#)

[News Archive](#)

[Useful Links](#)



TOP REQUESTED

Payments

Download Forms

Find Information on...

Job Postings

CITY DEPARTMENTS

Select a Department

TRANSLATE
PROVIDENCERI.COM

Select Language

SHARE THIS PAGE

<http://pvd.me/610>

SHARE   



First Name **Last Name**

Address **City**

State **Zip** **Email ***

Telephone **Facsimile**

▼ **Request Info**

Date of Request

Year Month Day 

Please select today's date by clicking on the calendar icon.

Records Request *

By submitting this record request form you agree to the following statement:

I further declare that while inspecting original documents of the City of Providence, I will not remove, damage or in any way alter any original documents temporarily in my possession.

[Privacy & Terms](#)

(*) Required Field

CITY OF PROVIDENCE

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Providence City Hall 25 Dorrance Street Providence, Rhode Island 02903 401 421 7740 Main 401 421 2489 Mayor's Office

Richmond Town Administrator

Accept APRA requests by email? Yes

Email address: townadministrator@richmondri.com

Accept APRA requests by fax? No

Mailing address:

Richmond Town Administrator
5 Richmond Townhouse Rd.
Wyoming, RI 02898

Telephone number: 401-539-9000 Ext.1

APRA procedures online? Yes

APRA procedures URL: <http://www.richmondri.com/documentcenter/view/320>

Town of Richmond, R.I.

5 Richmond Townhouse Road
Wyoming, RI 02898

HOW TO SEE OR COPY PUBLIC RECORDS

The Richmond Town Council has adopted this procedure pursuant to R.I. Gen. Laws § 38-2-3 (d) for responding to requests from members of the public who want to examine or copy town records. This procedure applies to all departments, boards, commissions, and committees of town government.

1. If you are requesting a document that was prepared specifically for public distribution (for example, the Zoning Ordinance), your request should be made to the department where the document is kept. If you are requesting any other record, or if you are requesting a record maintained by a board, committee, or commission responsible for keeping its own records, your request should be made to the town's Public Records Officer.
2. The Public Records Officer for the Town of Richmond is the Town Administrator, or in his or her absence, the Town Clerk. The Town Administrator can be reached at 539-9000, ext. 28, during regular business hours. The Town Clerk's office is open Monday through Friday, except holidays, from 9 a.m. to 4 p.m. The telephone number is 539-9000, ext. 9.
3. If you are requesting a document that was prepared specifically for public distribution and is readily available, it will be provided to you immediately.
4. If you are requesting any other document, town employees will respond to your request as soon as reasonably possible. The Access to Public Records Act gives the town 10 business days to respond. That period may be extended under some circumstances. If town officials cannot provide the record within ten days, you will receive a letter stating why the town needs a longer period to respond to your request.
5. You are not required to make your request in writing. However, putting the request in writing might make it easier for town employees to provide exactly what you are looking for.
6. You are allowed to examine the records instead of paying for copies of the records. The town may limit the number of files or documents you may examine at any one time, but not the number of documents that you may ask to examine.
7. If you request copies of the records, you may obtain them in the form you prefer (for example, on paper or in digital form), as long as the town is capable of providing them in the form you choose.
8. You may choose whether to pick up the records or receive the records electronically, by facsimile, or by mail. If there is a cost to the town for delivering the records to you, you will be responsible for payment for delivery.
9. Copies of 8½ by 11 inch or 8½ by 14 inch documents cost 15 cents per page. Under state law, copies of some 8½ by 11 inch or 8½ by 14 inch documents, such as those

recorded in the land evidence records, cost more. For larger copies, or for information provided in a medium other than paper (for example, a compact disk), you will be charged whatever it costs the town to provide or reproduce the material. If records are in storage, search and retrieval is free for the first hour, and the cost is \$3.75 for every 15 minutes after the first hour. The Public Records Officer will give you an estimate of what it will cost for the records you are requesting if you ask for an estimate.

10. If your request is denied, you will receive a letter stating the specific reason for denial. If only some of the documents you requested are provided, or if portions of records are deleted, you will receive a written explanation. You have the right to appeal the denial to the Town Council President.
11. If you would like to see a copy of the Attorney General's Guide to Open Government, which includes a discussion of the Access to Public Records Act, it is available at <http://www.riag.state.ri.us/documents/reports/opengov.pdf>.

Date of Adoption: 3 November 2009

Date of Amendment: 17 July 2012, effective 1 September 2012

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF RICHMOND
REGARDING DISSEMINATION OF PUBLIC RECORDS**

RESOLVED, that the Town Council of the Town of Richmond hereby adopts the following policies and procedures, applicable to all departments, boards, commissions, and committees of town government, for the dissemination of public records and public information in compliance with the Access to Public Records Act.

I. Public Records Officer

The policy of the Town of Richmond is to foster an informed electorate by making available public records related to the operation of town government while at the same time preventing the clearly unwarranted invasion of the privacy of individuals involved in town government. The position of Public Records Officer is established to further those goals.

A. The Town Administrator, or in the absence of the Town Administrator, the Town Clerk, shall be the Public Records Officer for the Town.

B. If a requested document was prepared for public distribution, or if its status as a public document has been established and it is readily available, the request may be made to the supervisor or director of the department where the document is kept, and the department should provide the document as soon as practicable. A request for a document maintained by a board, committee, or commission responsible for keeping its own records, including but not limited to the Rural Preservation Land Trust, the Conservation Commission, and the Elder Affairs Commission, shall be directed to the Public Records Officer.

C. If a requested document was not prepared for public distribution, or if a determination has not yet been made about whether all or a reasonably segregable portion of a document may be made public, or if a document is not readily available, the request must be made to the Public Records Officer. A supervisor or department director who receives such a request must immediately forward the request to the Public Records Officer. The Public Records Officer, in consultation with a Town Solicitor, will review every request for access to public records (other than public records that were prepared for public distribution) to determine whether the record is a public record and to what extent it must be made available to the public.

D. If a requested record does not exist or is not in the custody or control of the town at the time the request is made, the Public Records Officer will respond to the request by stating that the town does not have or maintain the record requested. Digital video recordings of Town Council meetings, which are made by an independent contractor, are delivered to a public access television studio for broadcast and delivered to the Town after broadcast has taken place. If a digital video recording of a Town Council meeting is requested, the Public Records Officer will respond by providing the date on which the Town will obtain possession of the recording, the cost of a copy, and the expected date the copy will be available.

II. Costs Associated with Retrieving and Copying Public Records

A. Town employees may charge 15 cents per page for copies of 8½ by 11 inch or 8½ by 14 inch documents. If the cost of a copy is established by statute, the statutory charge will be imposed.

B. The Town Clerk, in consultation with the Information Technology Advisory Committee, will establish uniform costs for reproduction of larger documents and for providing information in other media. The costs must reflect the reasonable cost to the town to provide the information. Those costs will be reduced to writing as a Schedule of Costs, kept in the Town Clerk's Office, and reviewed periodically.

C. The Town Clerk, in consultation with department heads or supervisors, will determine the maximum number of files or documents that may be examined by a member of the public at one time.

D. If a record is not immediately available because it is in storage, the Town may charge the person who made the request a fee for searching for and retrieving the record if the search and retrieval takes longer than one hour. The charge for search and retrieval is \$3.75 for each fifteen (15) minutes or portion thereof above one hour.

III. Information Posted on the Town Website

A. The Public Records Officer will make the initial determination as to what information and documents will be posted on the website, taking into account the cost of posting and maintaining the information as well as legal considerations, except as provided in section E. below.

B. Town employees or elected or appointed officials who have suggestions or requests regarding posting of particular information on the website should direct those suggestions or requests to the Public Records Officer. The Information Technology Advisory Committee is by ordinance responsible for maintenance of the town website, but is not authorized to make a determination about whether a particular document may be posted.

C. The Public Records Officer shall review the content of all information before it is posted on the website. If there is uncertainty about whether a particular document should be posted, or if an employee or official disagrees with a determination by the Public Records Officer about whether a particular document should or should not be posted, the issue should be presented to the Town Council for resolution.

D. Each town employee and elected and appointed official shall be given the opportunity to decide whether his or her home address, home telephone number, home e-mail address, and other personal information will be disseminated to the public by posting on the website or otherwise. The Town Clerk will prepare and distribute a document that each employee and official may use to give permission for personal information to be disseminated.

E. The Town of Richmond uses an on-line records management program that provides searchable access to public documents. Documents available on the website may include, but need not be limited to, Titles 1 through 18 of the Code of Ordinances, current and past Town Council meeting agendas and minutes, Planning Board meeting agendas and minutes, and

Zoning Board of Review meeting agendas and minutes. Supporting documents for Town Council meetings may be posted on the website with the following exceptions:

1. Draft minutes of closed Town Council sessions will not be posted if the Town Council has voted to seal the minutes. Documents concerning matters to be discussed in closed Town Council sessions will not be posted.
2. Documents protected by a recognized legal privilege, including but not limited to memoranda or opinions from Town Solicitors marked "confidential," will not be posted.
3. Reports identifiable to an individual that are generated by the state Bureau of Criminal Identification will not be posted.
4. Any other document that in the judgment of the Public Records Officer should not be disclosed under the Access to Public Records Act will not be posted. If portions of a document should not be disclosed, the document will be posted with those portions redacted.

Any person may ask to examine or copy any other document distributed with or related to a Town Council meeting agenda. The request should be directed to the Public Records Officer, who will determine the extent to which the document should be made available.

F. The document prepared for public distribution entitled "How to See or Copy Public Records," is hereby approved as amended, made a part of this policy on access to public records, and shall be posted on the website.

These policies and procedures supercede the polices and procedures that took effect September 1, 2012, and shall remain in effect until amended or superceded.

GIVEN UNDER THE SEAL OF THE TOWN COUNCIL OF THE TOWN OF
RICHMOND THIS 5th DAY OF NOVEMBER 2013.



B. Joseph Reddish III, Town Council President

Scituate Town Clerk

Accept APRA requests by email? Yes

Email address: Scitclerk@aol.com

Accept APRA requests by fax? No

Mailing address:

Scituate Town Clerk
195 Danielson Pike
PO Box 328
North Scituate, RI 02857

Telephone number: (401) 647-2822

APRA procedures online? No, just form

APRA form URL: <http://www.scituateri.org/informationrequest.pdf>

Smithfield Town Clerk

Accept APRA requests by email? Yes

Email address: caquilante@smithfieldri.com

Accept APRA requests by fax? Yes

Fax number: (401) 232-7244

Mailing address:

Smithfield Town Clerk
64 Farnum Pike
Smithfield, RI 02917

Telephone number: (401) 233-1000

APRA procedures online? Yes

APRA procedures URL: <http://smithfieldri.com/town-clerk/publicrecords/>

TOWN OF SMITHFIELD

PUBLIC RECORDS REQUEST PROCEDURES

The Town of Smithfield (“Town”) is committed to providing the public with access to public records, while protecting from disclosure information about individuals that would constitute an unwarranted invasion of personal privacy. Written or oral requests for access to public records should be made to the Smithfield Town Clerk at the Smithfield Town Hall, 64 Farnum Pike, Smithfield, Rhode Island during regular business hours: Monday-Friday, 8:30 a.m. – 4:30 p.m. To reach the Town Clerk’s office by telephone, please call (401) 233-1000.

Pursuant to the Access to Public Records Act, the Town has established the following procedures regarding requests for access to public records:

1. Written Request. Please inform the Town Clerk or designee that you wish to make a request for public records. If you would prefer to make your request in writing, you can use the Town’s written request form or your own form. You may request that copies of public records be provided in any and all media the Town is capable of producing (including electronically, by facsimile or by e-mail).
2. Request Form. If you wish, the Town Clerk or designee will provide you with a form to complete, which lets the Town know the precise public documents you seek and assists us in processing your request in an expeditious manner. The form is also located at the linked [REQUEST FOR PUBLIC RECORDS FORM](#). You are not required to provide personal identification or the reason you seek the public records, and your right to access public records will not depend upon providing identification or reasons.
3. Response. If the public records are readily available, we will be more than happy to provide them. However, there are times when the records will not be available at the time that you make the request. If the records are not readily available, they can be viewed at the Town Hall at a later time, or copies can be mailed, e-mailed or sent by facsimile to you, or you can pick up the copies on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request. The Act further provides that this limit may be extended for an additional twenty (20) business days for good cause. We thank you in advance for your understanding if it is necessary to request this extension. Improper release of certain information could result in the unwarranted invasion of personal privacy or compromise the personal safety of your fellow citizens, so we must review documents to prevent such harm.

4. Costs. The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents is \$.15 per page for documents copyable on common business or legal size paper, except for Land Evidence and similar documents which are regulated by different laws. The Act permits a charge of Fifteen Dollars (\$15.00) per hour for search and retrieval of documents, with no charge for the first hour. We will provide you with an estimate of copying and retrieval costs, if you so request.

5. Appeal of Denial. If you feel that you have been denied access to public records, you have the right to file a review petition with the Smithfield Town Manager. If you are still not satisfied, you may file a complaint with the Rhode Island Attorney General and/or file a law suit in Superior Court.

We hope that these procedures have been of assistance. The Town is committed to providing you with public records in an expeditious and courteous manner. Thank you.

TOWN OF SMITHFIELD

**REQUEST FOR RECORDS UNDER THE
ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____ E-Mail (optional) _____

Note: Contact information is optional but would be helpful in providing a cost estimate and contacting you when documents are ready or if additional information is needed.

Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ inspect the records.

-or-

_____ pick up copies of the records.

-or-

_____ have copies of the records mailed to: _____

-or-

_____ have copies of the records sent by facsimile or e-mailed to: _____

If, after review of your request, the Town determines that the requested records are exempt from disclosure under the Access to Public Records Act, the Town reserves the right to claim such exemption.

OFFICE USE ONLY

(date stamp)

Request Taken By: _____

Records Provided

(date): _____

Costs: See the Procedures for the fee schedule.

Search & Retrieval	\$	Copies	\$	Total	\$
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**Smithfield Town Clerk
64 Farnum Pike
Smithfield, RI 02917
(401) 233-1000**

South Kingstown Town Clerk

Accept APRA requests by email? Yes

Email address: dholberton@southkingstownri.com

Accept APRA requests by fax? Yes

Fax number: (401) 789-5280

Mailing address:

South Kingstown Town Clerk
180 High Street
Wakefield, RI 02879

Telephone number: (401) 789-9331 x1230

APRA procedures online? Yes

APRA procedures URL:

<http://www.southkingstownri.com/how-do-i/how-do-i-request-public-information>

Town of South Kingstown

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. General Laws Section 38-2-2 et seq.

The Town is committed to providing the public with access to public records from all Town departments¹ under R.I. General Laws Section 38-2-2. The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. Any person who wishes to request a public record should complete a "Request for Records Under the Access to Public Records Act" form, which is available at the Police Department for police records, the Town Clerk's office for all Town Council related requests, or the Town Manager's office for all other requests. Completion of this form is not mandatory but is used to facilitate the request. In the event a requestor does not wish to complete the form, a verbal request may be made of the custodian of the records.

Pursuant to R.I. General Laws Section 38-2-3(d), the South Kingstown Town Council has established the following procedure regarding access to public records:

1. Please inform the designated official that you wish to make a request for public records. Requests can be made through the Police Department, Town Clerk, and Town Manager's offices from 8:30 a.m. to 4:00 p.m. Monday through Friday.
2. The designated official will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
4. The Access to Public Records Act, R.I. General Laws Section 38-2-3(e), grants a public body ten (10) business days to respond to a public records request. The Act further provides that for good cause, a public body may submit a written request for an extension of up to twenty (20) business days to process the request.
5. **Costs.** The Access to Public Records Act provides the requestor the opportunity to view and/or copy public records. Should a copy be requested, the cost per copied page of written public documents is fifteen cents (\$0.15) in accordance with R.I. General Laws Section 38-2-4 for documents copied on common business size (letter or legal) paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. Upon receipt of a request, the Town will provide an estimate and

¹ The volunteer Fire Departments (Union Fire District and Kingston Fire District), South Kingstown Housing Authority, and the School Department are not within the authority of the Town Council or Town Manager and have their own procedures for access to public records.

should the estimate be agreeable to the requestor, a detailed itemization of the costs charged for search and retrieval will be provided upon completion.

6. **Public Records.** A “public record” is defined as “documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” R.I. General Laws Section 38-2-2(4).
7. **Redaction.** Although a document may constitute a public record, there may be some information contained therein that may be redacted/deleted as it may be exempt from disclosure under R. I. General Laws Section 38-2-2.
8. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. General Laws Section 38-2-2(4).
9. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body may petition the Town Manager for review of the decision denying the request. Any petition from a denial should be addressed to the Town Manager, Town of South Kingstown, 180 High Street, Wakefield, RI 02879. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the petition, as set forth in R.I. General Laws Section 38-2-8.
10. **Complaint to the Attorney General.** If the Town Manager determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the Attorney General, 150 Main Street, Providence, RI 02903, Telephone (401)274-4400, or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Washington County.

Town of South Kingstown

180 High Street

Wakefield, Rhode Island

Phone: (401) 789-9331 Fax: (401) 789-5280

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____

Request Number: _____

(given by Official)

Name (optional): _____

Mailing Address (optional): _____

EMAIL Address (optional): _____

Telephone (optional): _____

Requested Records*: _____

* If, after review of your request, the designated public officer determines that the requested records are exempt from disclosure for a reason set forth in the RIGL §38-2-2(4), the Town reserves the right to claim such exemption.

If these records are not readily available at the time of your request, please check how you wish to receive the records when available:

_____ Pick Up In Person _____ Via Email _____ Via Regular Mail

Office Use Only

Request taken by: _____ Request Number*: _____

Date: _____ Time: _____ Records to be available on: _____

Date sent via: _____ Pick up _____ Email _____ Regular Mail

Records Provided: _____

Cost: _____ Copies: _____ Search and Retrieval: _____

* If you choose to pick up the requested records but did not include identifying information on this form (name, address, etc.), please provide the designated public officer with the Request Number.

Tiverton Town Clerk

Accept APRA requests by email? Yes

Email address: townclerk@townoftivertonri.com

Accept APRA requests by fax? Yes

Fax number: 401-625-6705

Mailing address:

Tiverton Town Clerk
343 Highland Road
Tiverton, RI 02878

Telephone number: (401) 625-6703

APRA procedures online? No

Town of Tiverton Town Hall

343 Highland Road
Tiverton, Rhode Island
Telephone: 401-625-6710

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. Gen. Laws Section 38-2-2 et seq.

The Town is committed to providing the public with access to public records under R.I. Gen. Laws Section 38-2-2 from all Town departments.¹ The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. However, for any person who (1) does not desire to make an oral request; (2) wishes to make a formal written request; (3) a request needs clarification; or (4) it is requested outside of normal business hours, please complete the "Request for Records Under the Access to Public Records Act" Form available at the Police Department for police records, the Town Clerk's for all Town Council-related records requests, or the Town Administrator's office for all other departments.

Pursuant to R.I. Gen. Laws Section 38-2-3(d), the Tiverton Town Council has established the following procedure regarding access to public records:

1. Please inform the Town Administrator (Clerk or Chief of police) that you wish to make a request for public records. The normal business hours for the Administrator's Office are 8:30 a.m. to 4:00 p.m. Monday through Friday. The Administrator's Office is closed on all holidays.
2. The Administrator (Clerk or Chief) will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
3. If the records you request are in the possession of a department other than the Town Administrator, your request will be forwarded to the appropriate administrative personnel.
4. If the public records are readily available from the Administrator's Office, the Town Clerk or Police Department, we will be more than happy to provide them.
5. There are times/circumstances when the records will not be available at the time you make your request, especially from other town departments. If the records are not readily available, they can either be mailed to you or you can pick them up on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request. R.I. Gen. Laws Section 38-2-3(e). The Act further provides that for good cause, a public body may submit a written request for an extension of up to twenty

¹ The School Department is not within the authority of the Town Council and they have their own procedures for public records access.

(20) business days to process the request. We thank you in advance for your understanding if it is necessary to request this extension.

6. **Costs.** The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents will be fifteen cents (\$0.15) for documents copied on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. We will be more than happy to provide you with an estimate. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. **Public Records.** A “public record” is defined as “documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” R.I. Gen. Laws Section 38-2-2.
8. **Redaction.** Although a document may constitute a public record, there may be some information contained on the document that may be redacted/deleted as it may be exempt from disclosure under R. I. Gen. Laws Section 38-2-2.
9. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. Gen. Laws Section 38-2-2(4).
10. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body by the Town may petition the Town Administrator for review of the decision denying the request. Any petitions from a denial should be addressed to Jim Goncalo. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the review petition. R.I. Gen. Laws Section 38-2-8.
11. **Complaint to the Attorney General.** If the Town Administrator determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general (150 Main Street, Providence, Rhode Island 02903; Telephone: 401-274-4400) or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Providence County.

Town of Tiverton

343 Highland Road
Tiverton, Rhode Island
Phone: (401) 625-6710

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____
(given by Official)

Name (optional): _____
Address (optional): _____
Telephone (optional): _____
Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up the records _____ Have records sent by regular mail

Office Use

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick-up: _____

Records provided: _____

Costs: _____ Copies: _____ Search and Retrieval: _____

Designated Public Officer's Office- Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town _____'s Office. If, after review of your request, the designated public officer determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up these records but did not include identifying information on this form (name, address, etc.), please inform the assistant to the designated public officer the date that you made the request, records requested and Request Number: _____.

Thank you.

Warren Town Clerk

Accept APRA requests by email? Yes

Email address: jcoelho@townofwarren-ri.gov

Accept APRA requests by fax? Yes

Fax number: (401) 245-7421

Mailing address:

514 Main Street
First Floor
Warren, RI 02885

Telephone number: (401) 245-7340

APRA procedures online? No

Warwick Town Clerk

Accept APRA requests by email? Yes

Email address: vital.records@warwickri.com

Accept APRA requests by fax? Yes

Fax number: (401) 732-7640

Mailing address:

3275 Post Road
2nd Floor
Warwick, RI 02886

Telephone number: (401) 738-2000

APRA procedures online? Yes

APRA procedures URL:

<http://www.warwickri.gov/pdfs/cityclerk/CITIZENS%20REQUEST%20FORM%20FORMAT.pdf>

**THE CITY OF WARWICK
PUBLIC RECORDS REQUEST FORM
RIGL 38-2-3 (d)**

Name: (optional) _____

Address: (optional) _____

City: _____ State: _____ Zip Code: _____

Phone: (optional) _____ E-mail address: (optional) _____

Date: _____

Record(s) Requested:

Time period request covers:

Please Note: Per section 38-2-3 (d) the policy of the City of Warwick is that this form be filed with the office of the City Clerk. The Clerk's office will then forward the request to the appropriate department for response. Per section 38-2-4 of the Rhode Island General Laws, the City will charge a fee of .15 per page for copies of public documents, unless such documents have a fee structure which is prescribed by state statute. Additionally, if the requested information requires research on the part of City personnel, the City will charge a research fee of \$15.00 per hour and/or the cost of retrieving records from storage where the public body is assessed a retrieval fee. The first hour (1 hour) of research, however, will be provided at no charge. If after review of your request the department determines that the requested records are exempt from disclosure for a reason set forth in RIGL 38-2-2(4)(i)(A) through (Y), the City reserves its right to claim such exemption.

=====
(FOR CITY USE ONLY) Request taken by: _____

Date: _____ Time: _____

Costs: _____ for copies _____ for search and retrieval

West Greenwich Town Clerk

Accept APRA requests by email? Yes

Email address: efliese@wgtownri.org

Accept APRA requests by fax? Yes

Fax number: (401) 392-3805

Mailing address:

West Greenwich Town Clerk
280 Victory Hwy
West Greenwich, RI 02817

Telephone number: (401) 397-5016

APRA procedures online? Yes

APRA procedures URL:

<http://www.wgtownri.org/documents/Access%20to%20Public%20Records%20Act%20Handout%20-%20Town%20Clerk.pdf>

Town of West Greenwich Town Hall

280 Victory Highway
West Greenwich, Rhode Island
Telephone: 401-392-3800

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

R.I. Gen. Laws Section 38-2-1 et seq.

The Town is committed to providing the public with access to public records under R.I. Gen. Laws Section 38-2-1 from all Town departments.¹ The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. However, for any person who (1) does not desire to make an oral request; (2) wishes to make a formal written request; (3) a request needs clarification; or (4) it is requested outside of normal business hours, please complete the "Request for Records Under the Access to Public Records Act" Form available at the Police Department for police records or the Town Clerk's office for all other departments.

Pursuant to R.I. Gen. Laws Section 38-2-3(c), the West Greenwich Town Council has established the following procedure regarding access to public records:

1. Please inform the Town Clerk (or police dispatcher) that you wish to make a request for public records. The normal business hours for the Clerk's Office are 8:30 a.m. to 4:00 p.m. Monday through Friday. The Clerk's Office is closed on all holidays.
2. The clerk (or dispatcher) will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
3. If the records you request are in the possession of a department other than the Town Clerk, your request will be forwarded to the appropriate administrative personnel.
4. If the public records are readily available from the Clerk's Office or Police Department, we will be more than happy to provide them.
5. There are times/circumstances when the records will not be available at the time you make your request, especially from other town departments. If the records are not readily available, they can either be mailed to you or you can pick them up on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request. R.I. Gen. Laws Section 38-2-7(a). The Act further provides that "for good cause, this limit may be extended for a period not to exceed thirty (30) business days." We thank you in advance for your understanding if it is necessary, for good cause, to request this extension.

¹ The Volunteer Fire Departments and the School Department are not within the authority of the Town Council and they have their own procedures for public records access.

6. **Costs.** The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents will be fifteen cents (\$0.15) for documents copied on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. We will be more than happy to provide you with an estimate. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. **Public Records.** A “public record” is defined as “documents, papers, . . . or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” R.I. Gen. Laws Section 38-2-2.
8. **Redaction.** Although a document may constitute a public record, there may be some information contained on the document that may be redacted/deleted as it may be exempt from disclosure under R. I. Gen. Laws Section 38-2-2.
9. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in R.I. Gen. Laws Section 38-2-2(4).
10. **Appeal of Denial.** Any person or entity denied the right to inspect a record of a public body by the Town may petition the Town Administrator for review of the decision denying the request. Any petitions from a denial should be addressed to Kevin Breene. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the review petition. R.I. Gen. Laws Section 38-2-8.
11. **Complaint to the Attorney General.** If the Town Administrator determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general (150 Main Street, Providence, Rhode Island 02903; Telephone: 401-274-4400) or may retain private counsel for the purposes of instituting proceedings for injunctive or declaratory relief in the Superior Court of Washington County.

Town of West Greenwich Town Hall

280 Victory Highway
West Greenwich, Rhode Island
Telephone: 401-392-3800

West Greenwich Clerk=s Office

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____
 Name (optional) _____
 Address (optional) _____
 Telephone (optional) _____
 Requested Records: _____

[Please use the back of this form if more space is needed.]

If these records are not readily available at the time of your request, please advise whether you desire to _____ Pick up the records, or _____ have them delivered by regular mail.

OFFICE USE

Request taken by: _____ Request Number: _____
 Date: _____ Time: _____
 Records to be available on _____ Mail _____ Pick Up _____
 Records provided: _____
 Costs: _____ (Copies) _____ Search and Retrieval Time

West Greenwich Clerk=s Office B Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Clerk=s Office. If, after review of your request, the Clerk=s Office determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please inform the clerk at the front desk of the date you made the request, records requested, and Request Number _____.

Thank you.

West Warwick Town Clerk

Accept APRA requests by email?

Email address: mkelly@westwarwickri.org

Accept APRA requests by fax? Yes

Fax number: 401-822-9266

Mailing address:

West Warwick Town Clerk
1170 Main St, #1
West Warwick, RI 02893

Telephone number: (401) 822-9201

APRA procedures online? No

**THE TOWN OF WEST WARWICK
PUBLIC RECORDS REQUEST FORM
RHODE ISLAND GENERAL LAW
TITLE 38**

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: _____ **EMAIL:** _____

DATE: _____

RECORD(S) REQUESTED:

TIME PERIOD REQUEST COVERS:

Please Note: Per Section 38-2-3(c) of the Rhode Island General Laws (RIGL), the policy of the Town of West Warwick is that this form be filed with the Town Clerk. The Town Clerk's Office will then forward the request to the appropriate department for response. Per section 38-2-4 of the RIGL, the Town will charge a fee of .15 per page for copies of public documents, unless such documents have a fee structure which is prescribed by state statute. Additionally, if the requested information requires research on the part of Town personnel, the town will charge a research fee of \$15.00 per hour. The first hour of research, however, will be provided at no charge. A self addressed, stamped envelope is required to be provided with each request.

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Westerly Town Clerk

Accept APRA requests by email? Yes

Email address: giordano@westerly.org

Accept APRA requests by fax? No

Mailing address:

Westerly Town Clerk
45 Broad Street
Westerly, RI 02891

Telephone number: (401) 348-2500

APRA procedures online? Yes

APRA procedures URL:

http://www.westerly.govoffice.com/vertical/Sites/%7B3CFB1749-9DE7-4A17-B2EA-594A2B09CB46%7D/uploads/Public_Records_Request_Procedure.pdf

TOWN OF WESTERLY
PUBLIC RECORDS REQUEST PROCEDURE

The Town of Westerly has adopted the following procedure in order to assist you in requesting and obtaining public records pursuant to the Access to Public Records Act (R.I. Gen. Laws 38-2-1, et seq.).

1. A request to inspect and/or copy public records of the Town of Westerly may be presented in writing to the Clerk's Department located on the 1st Floor of Westerly Town Hall at 45 Broad Street, Westerly, RI 02891 during normal business hours (8:30 a.m. to 4:30 p.m. – Monday through Friday). In order to make a public records request by email or facsimile, please contact the Public Records officer, Town Clerk Donna Giordano at 401-348-2634.
2. Although not required, in order to ensure that you are provided with the public records you seek in an expeditious manner, the Town asks that you complete the Town's Public Records Request Form, or otherwise provide a written request for records that clearly identifies the records you seek. A written form is not requested if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for good cause. We appreciate your understanding and patience.
4. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Town reserve its right to claim such exemption.
5. The Town may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days shall be considered one (1) request.
6. The Town of Westerly is not obligated to produce for inspection or copying records that are not in possession of the Town of Westerly. Moreover, the Town of Westerly is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Westerly in the form requested.

Additional copies of these Guidelines and the request form are available on the Town of Westerly's website - www.townofwesterly.com.

The Town of Westerly is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.



**OFFICE OF TOWN CLERK
PUBLIC RECORDS REQUEST FORM**

In order to facilitate a prompt and accurate response to your request,
we encourage you to fill out the following:

DATE: ___/___/___

Name : _____

Address: (optional): _____

Phone Number (optional): _____

E-mail Address (optional): _____

Requested Records (be as specific as possible): _____

OFFICE USE ONLY:

Request taken by: _____ Date: _____

Forwarded this document to the Clerk's Office.

Pursuant to R.I. Gen. Laws 38-2-4, the Town reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free of charge.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in R. I. Gen. Laws 38-2-2(4)(i)(A) through (Y), this office reserve its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the Town reserves the right to extend the time to respond pursuant to R.I. Gen. Laws 38-2-7-(b).

Note: If you choose to pick up the records but did not include contact information (phone number, address, e-mail address, etc.), please contact Donna Giordano, Town Clerk at 401-348-2634 in order to establish a method of delivering the records to you.

Woonsocket Town Clerk

Accept APRA requests by email? Yes

Email address: cduarte@woonsocketri.org

Accept APRA requests by fax? Yes

Fax number: (401) 765-0022

Mailing address:

Woonsocket Town Clerk
169 Main Street
Woonsocket, RI 02895

Telephone number: (401) 767-9248

APRA procedures online? Yes

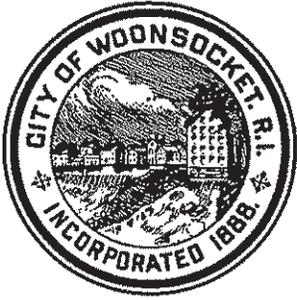
APRA procedures URL:

http://www.ci.woonsocket.ri.us/Woonsocket%20APRA%20PROCEDURES%20_2_.pdf

**CITY OF WOONSOCKET
ACCESS TO PUBLIC RECORDS REQUEST GUIDELINES**

The City of Woonsocket, RI has instituted the following procedure to help you obtain public records.

1. The contact person for Public Records is the City Clerk.
2. In order to request to inspect and or copy documents, we ask that you first complete the request form attached, otherwise provide a written request for records that clearly identifies the records you seek and that your request is made pursuant to the Access to Public Records Act. A written request is not necessary for documents available pursuant to Rhode Island Laws § 42-35-2 or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed or dropped off at the Office of the City Clerk, 169 Main Street, Woonsocket, RI 02895. To make a public records request by e-mail please send to cduarte@woonsocketri.org or fax form to (401) 765-0022.
4. Additional copies of this form are available on the City's website: www.ci.woonsocket.ri.us
5. A copy of the Attorney General's Guide to Open Government can be found at: <http://www.riag.state.ri.us/documents/reports/docs/opengov.pdf>
6. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and with good cause, may extend the time to respond to thirty (30) business days.
7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Chief Administrative Officer of the public body and with the Attorney General (R.I.G.L. § 38-2-8). If you are still not satisfied, you may file a lawsuit in Superior Court.
8. The City of Woonsocket is committed to providing you with public records in an expeditious and courteous manner.



Request to Inspect and/or Copy Public Records

Access to Public Records

City of Woonsocket – City Clerk's Office

Pursuant to R.I.G.L. § 38-2-1 et seq.

This form must be completed, signed and returned to:

City Clerk

169 Main Street

Woonsocket, RI 02895

FAX: (401) 765-0022

REQUESTOR'S INFORMATION:

NAME OF PERSON MAKING REQUEST: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

E-MAIL ADDRESS: _____

RECORDS REQUESTED: Request to inspect: _____ Request for copies: _____

Title and/or Description of Document (s) Requested: _____

Date: _____ Signature of Requestor: _____

OFFICE USE ONLY:

Request taken by: _____

Date: _____

Records to be available on: _____

Records provided: _____

Costs: _____ Copies: _____ Search and Retrieval: _____