

HARRISVILLE FIRE DISTRICT
PUBLIC RECORDS REQUEST FORM
FOR RECORDS UNDER THE
ACCESS TO PUBLIC RECORDS ACT

DATE:

NAME (OPTIONAL)

ADDRESS (OPTIONAL)

TELEPHONE (OPTIONAL)

EMAIL (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.

I am requesting 1)to inspect ☐ 2)to be provided with copies »

OFFICE USE ONLY

Request Taken By:

Deposit Requested: No ☐ Yes » Amount \$

Records provided (date)

Costs: See attached procedures for the fee schedule.

Search & Retrieval: \$ Copies: \$ Total: \$

HARRISVILLE FIRE DISTRICT
115 CENTRAL STREET
HARRISVILLE, RI 02830
(401)568-2224

IV. ACCESS TO PUBLIC RECORDS.

A. Compliance with applicable law. The District shall comply with the state Access to Public Records Act, R.I.G.L. §38-2-1, et seq. ("Public Records Act"), or as the same may be amended from time to time.

B. Records Maintenance. In addition to such records the District may be required to maintain by law and such other records as the Operating Committee may deem appropriate to prepare and maintain, the following records shall be prepared, kept, and maintained in special books separately labeled and stored in the principal office of the District:

All minutes of meetings of the District.

All formal resolutions of the District which are reduced to written form.

All minutes of meetings of the Operating Committee.

All formal resolutions of the Operating Committee which are reduced to written form.

The District Charter, as the same may be amended from time to time.

The District By-Laws, as the same may be amended from time to time.

C. Procedure to Access Public Records.

1. Public Records. All records maintained or kept on file by the District, whether or not such records are required by any law, rule or regulation, shall be public records and every person or entity shall have the right to inspect and/or copy such records in accordance with the procedure set forth herein, except those records or portions thereof containing information which is exempt from disclosure as provided in §38-2-2(4), or as the same may be amended from time to time.

2. Requests for Disclosure.

a. All requests for access to public records shall be in writing and addressed to the Chairperson of the Operating Committee; provided, however, requests for public information or documents prepared for or readily available to the public need not be in writing.

b. Except as provided above, all requests shall be made on a form established for that purpose and contain the following information:

- 1) The name and address of the person making request;
- 2) The division of the District involved (i.e., water department, fire department or District in general);
- 3) The time period involved;
- 4) The District personnel involved, if any; and,
- 5) The specific information and/or records requested.

c. Any person or entity requesting copies of public records may elect to obtain them in any media format in which the District is capable of providing them. Any public records properly identified which the District maintains in a computer storage system shall be provided in a printout or other reasonable format, as requested.

d. Nothing in this section shall be construed as requiring the District to reorganize, consolidate, or compile data not maintained by the District in the form requested at the time the request to inspect public records is made, except to the extent that such records are in an electronic format and the District would not be unduly burdened by providing such data.

3. Response to Request.

a. The Chairperson shall review the request and make a determination as to whether the District has the requested information and whether it is subject to disclosure pursuant to the Public Records Act.

b. Within ten (10) business days, the Chairperson shall either comply with the request to inspect or copy the requested public records, or notify in writing the person or entity requesting disclosure as to the specific reasons for a denial. A notice of denial shall set forth the procedures for appealing a denial. Failure to respond to a request within ten (10) business days shall be deemed to be a denial. For good cause, the foregoing limitation may be extended for a period not to exceed thirty business days. Except for good cause shown, any reason not specifically set forth in a denial shall be deemed waived by the District.

c. If the public record or information requested is in active use or in storage and, therefore, not available at the time a person requests access, the Chairperson shall so inform the person and make an appointment for that person to examine such records as expeditiously as the records may be made available.

d. Copies of documents and/or the search and retrieval thereof shall be accomplished within a reasonable time after a request is made in accordance with the procedures established herein.

4. Administrative Appeal of Denial. Any person denied the right to inspect the records of the District may petition the Chairperson for a review and reconsideration of his or her determination setting forth the reasons why the person believes that the information is subject to disclosure under the Public Records Act and/or why the Chairperson's determination was otherwise erroneous. The Chairperson shall make a final determination whether or not to allow public inspection within ten (10) business days after the submission of the review petition.

5. Fee Schedule.

a. If practicable, the District shall allow copies to be made or provide copies of public records requested pursuant to the procedures established herein.

b. The cost per copy page of written documents is fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. The cost is a minimum of \$1.50 per page for documents in excess of the foregoing sizes. The District shall not charge more than the actual cost of providing electronic records.

c. The hourly cost for search and retrieval of documents is \$15.00 per hour; provided, no cost shall be charged for the first hour of search or retrieval.

d. A person requesting access to public records shall be provided with an estimate of the costs of providing copies of such documents prior to the District providing copies.

e. Upon request, the District shall provide a detailed itemization of the costs charged for search and retrieval.

f. A court may reduce or waive the fees for costs charged for search or retrieval if it determines that the information requested is in the public interest, because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

6. Delegation of duties. Except with respect to the duty to determine appeals in accordance with subsection 4 above, the Chairperson is authorized to delegate the responsibilities imposed by this §IV to any other officer, employee, or agent of the District.