

Date due: _____

Date completed: _____

By: _____



Town of Foster

Est. 1781

PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS ACT

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

Date: _____

Request #: _____

In accordance with RI General Laws 38-2-3, the following is requested:

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.

Records to be available by (date) _____

Name(optional) _____

Reply to be made by: Mail _____

Address (optional) _____

Email _____

Customer pickup _____

Phone _____

Actual cost _____

Email address _____

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

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 R. I. General Laws 38-2-3 (d-e) and 42-35-2 shall:

1. Make a request to the designated public records officer: Town Clerk, Susan Dillon, Foster Town Hall, 181 Howard Hill Road, Foster, RI 02825. Business hours are Mon – Thurs. 8:30 a.m. – 5:30 p.m. Requests may be made orally in person or by phone at 401-392-9200, sent by mail to the above address, or emailed to sdillon@townoffoster.com. Hard copies of the request forms are available at the Town Hall or online at <https://www.townoffoster.com/town-clerk/pages/access-public-records>.
2. Requests should state specifically which records are sought for inspection and/or copying. (Requests in writing are preferred for clarity but not required. The request may be written down by the receiving clerk if the request is made orally. The Town Clerk's office shall within ten (10) business days of such requests 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/department to whom the request is made may, for good cause, extend the period for permitting or denying a request to an additional (20) days.
3. The Town Clerk's office 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 any balance.

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.

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 complainants 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.