



COVENTRY FIRE DISTRICT

571 Washington Street
Coventry, RI 02816

Incorporated 1889

ADMINISTRATIVE POLICY

Administration Policy Name: PUBLIC RECORDS REQUEST GUIDELINES

Board Approval: April 12th, 2017

Chief Approval: April 12th, 2017

Policy No: 2017-03

Revision No: 1

Rev Date: April 5, 2017

PURPOSE

This Administrative Policy establishes a standardized procedure for requests made to the Coventry Fire District under the Access to Public Records Act (APRA).

POLICY

The Coventry Fire District 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. To reach us by telephone please call (401) 821-3141. Records requests made under APRA cannot be taken over the telephone but must be made in writing.
2. Requests for records may be mailed to The Coventry Fire District, ATT: District Clerk 571 Washington Street, Coventry, RI 02816. Requests may also be hand delivered to the District Clerk at the offices of The Coventry Fire District at 571 Washington Street, Coventry, RI and or requests may be emailed to the District Clerk at his then current email address (which, as of the adoption of this Policy, is rob.firetaxcollector@gmail.com). The District Clerk's email address may change from time-to-time. The position of the District Clerk is part-time and the District Clerk is not always at the District's office during normal business hours. It is recommended that you call the District office to confirm the District Clerk's then-correct email address and the hours when the District Clerk will be in the office.
3. Upon receipt of an APRA Request, the District Clerk shall forthwith transmit the request to the District's Solicitor whose responsibility it shall be to respond to the request.
4. Attached hereto is a sample Public Records Request Form which may be used. The form is provided for convenience only and a written request may take any form so long as it fairly represents that a request for public records is being made under APRA and the public records sought are clearly identified.

5. One is 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. 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, or on our website, www.riag.ri.gov or otherwise submit your request in writing. If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact an attorney in the Open Government Unit to make your request.
7. 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> (then proceed to the link entitled "Open Government").
8. Please be advised that the Access to Public Records Act allows the District 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.
9. If you believe that you have been denied access to public records, you have the right to file a review petition with the Attorney General. You may also file a lawsuit in Superior Court.
10. The Coventry Fire District is committed to responding to APRA request public records in an expeditious and courteous manner.

The Coventry Fire District
ATT: District Clerk
571 Washington Street, Coventry, RI 02816

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____, 20__ Request Number: 20__ - __

Name (Optional): _____

Address (Optional): _____

Telephone (Optional): (____) ____ - _____

Email Address (Optional): _____

If possible, do you wish to receive your response by email? () Yes () No

NOTE: THOSE REQUESTING FORMS SHOULD KEEP A COPY OF THIS
PUBLIC RECORDS REQUEST FORM

Requested Records

[Please be as specific as possible]

OFFICE USE ONLY

Request taken by: _____ Request Number: 20____ - ____

Date: _____, 20__ @ __:__

Records to be available on or about: _____, 20__ by

() Pick-up, () Mail, () Email

Records provided: _____, 20__ by () Mail, () Mail, () Email

Costs: Copies \$_____, Search and Retrieval \$_____: Total due: \$_____

If you want to pick up the records, they will be available on or about: _____,
20__ at the District's Office, from the District Clerk.

If, after review of your request, the District determines that the requested records are exempt from disclosure for a reason set forth in APRA, the District reserves its right to claim such exemption.

Note: If you chose to pick up the records, but do not include identifying information on this form (name, etc.), please inform the Clerk of the date you made the request, the records requested and the request number so that he can identify the correct responsive records.

Thank you.

RECEIPT

Documents received from The Coventry Fire District in response to this APRA request.

Signature (Optional)

Date: _____, 20__

Recipient declined to sign this receipt however I certify that I delivered documents to someone in response to the APRA request.

_____, District Clerk

Signature

Date: _____, 20__