

## MISQUAMICUT FIRE DISTRICT

### **POLICIES AND PROCEDURES FOR OBTAINING PUBLIC RECORDS**

#### **Access to Public Records Act**

Pursuant to Rhode Island General Laws §38-2-3(d), the Misquamicut Fire District hereby adopts the following procedure for requesting and obtaining access to public records:

1. A request to inspect and/or copy public records of the Misquamicut Fire District should be presented in writing to the Clerk of the Misquamicut Fire District, Dianne T. Vumback, and forwarded to her at PO Box 2962, Westerly, Rhode Island, 02891, or may be hand delivered to the attention of the Clerk at Beachcomber Real Estate Agency, 10 Winnapaug Road, Misquamicut, Rhode Island, between the hours of 10:00 a.m. and 3:00 p.m., Monday through Friday. The Misquamicut Fire District does not ensure a timely response to requests for records presented to other Officials of the District.

2. Although not required, in order to ensure compliance with the Access to Public Records Act (APRA) and that you are provided with the public records you seek in an expeditious manner, the Misquamicut Fire District requests 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) of APRA.

4. If, after review of your request, the Misquamicut Fire District Clerk determines that the requested records are exempt from disclosure for a reason set forth in Rhode Island General Laws §38-2-2-(4)(A) through (Y) the District Clerk will provide you with the specific reasons for the denial of your request in writing. In accordance with Rhode Island General Laws §38-2-8, you may wish to appeal the District Clerk's decision to the District Moderator. You may, also, wish to file a complaint with the Rhode Island Department of the Attorney General or the Rhode Island Superior Court.

5. In accordance with Rhode Island General Laws §38-2-4, the Misquamicut Fire District may charge a fee of Fifteen Cents (\$.15) per page for copies and/or Fifteen Dollars (\$15.00) per hour, after the first hour (there being no charge for 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 District Clerk shall be considered one (1) request.

6. The Misquamicut Fire District is not obligated to produce for inspection or copying records that are not in the possession of said District. Moreover, the Misquamicut Fire District is not required to reorganize, consolidate, or compile data that is not maintained by the said District in the requested, but not required, form.

**THE MISQUAMICUT FIRE DISTRICT IS COMMITTED TO PROVIDING ACCESS TO PUBLIC RECORDS IN AN EXPEDITIOUS AND COURTEOUS MANNER CONSISTENT WITH THE ACT.**