

TOWN OF EXETER, RI

PROCEDURES FOR OBTAINING PUBLIC RECORDS

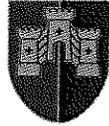
Pursuant to Rhode Island General Law (hereinafter referred to as "R.I.G.L.") 38-2-3(d) the Town of Exeter hereby adopts the following procedure for requesting/obtaining public records:

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) 294-3891.
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 R.I.G.L. 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 R.I.G. L. 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 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. ***If the Town of Exeter undertakes reorganization, consolidation, or compilation of data into a new form or arrangement (including transfers to alternate storage devices), a separate fee, as determined by the appropriate Department Head or Officer, may be charged for such services.***

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 the Exeter Town Clerk's Office, 675 Ten Rod Road, Exeter, RI 02822. For questions related to a request for records, please call: (401) 294-3891.



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
Phone: (401) 294-3891