

# Town of South Kingstown

180 High Street

Wakefield, Rhode Island

Phone: (401) 789-9331 Fax: (401) 789-5280

## REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Mailing Address (optional): \_\_\_\_\_

\_\_\_\_\_

EMAIL Address (optional): \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

Requested Records\*: Town Council Records \_\_\_\_\_ Town Government Records \_\_\_\_\_

\* If, after review of your request, the designated public officer determines that the requested records are exempt from disclosure for a reason set forth in the RIGL §38-2-2(4), the Town reserves the right to claim such exemption.

If these records are not readily available at the time of your request, please check how you wish to receive the records when available:

\_\_\_\_\_ Pick Up In Person      \_\_\_\_\_ Via Email      \_\_\_\_\_ Via Regular Mail

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### Office Use Only

Request taken by: \_\_\_\_\_ Request Number\*: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Records to be available on: \_\_\_\_\_

Date sent via: \_\_\_\_\_ Pick up      \_\_\_\_\_ Email      \_\_\_\_\_ Regular Mail

Records Provided: \_\_\_\_\_

\_\_\_\_\_

Cost: \_\_\_\_\_ Copies: \_\_\_\_\_ Search and Retrieval: \_\_\_\_\_

\* If you choose to pick up the requested records but did not include identifying information on this form (name, address, etc.), please provide the designated public officer with the Request Number.