

# Town of Glocester, Rhode Island

## Public Records Request

Use this form to submit a Public Records Request to the Town of Glocester. When completed, this form must be filed with the Public Records Officer. Please mail to Jean M. Fecteau, Public Records Officer, PO Box B, Chepachet, RI 02814, or email to [jeanfecteau@glocesterri.org](mailto:jeanfecteau@glocesterri.org). If you wish to have copies of the records sent to you by mail or email, you will need to provide your mailing address or email address.

Note: Fees may apply. Read *Chapter 387 Public Records Access* below.

**Choose One\***

- I wish to inspect the records at the Town Hall (must provide phone number)
- I wish to pick up copies of the records at the Town Hall (must provide phone number)
- I wish to have copies of the records mailed to me (must provide mailing address)
- I wish to have copies of the records emailed to me (must provide email address)

**Name (optional)** \_\_\_\_\_

**Address (optional)** \_\_\_\_\_

**Phone (optional)** \_\_\_\_\_

**Email (optional)** \_\_\_\_\_

**Requested Records** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chapter 387  
PUBLIC RECORDS ACCESS  
§ 387-1. Policy & Procedure.**

- A. The Town of Glocester is an advocate for open government and has implemented a procedure per the Rhode Island Attorney Generals Office guidelines. (R.I.G.L. 2012 amendments included)
- B. Unless you are seeking prepared documents or documents readily available at the time of request, you will be asked to complete a Public Records Request Form or you may submit your request in writing. You are not required to provide identification or the reason you seek the information.
- C. All Public Records Request Forms or written requests shall be received and time stamped in the office of the Public Records Officer. The Public Records Officer will then forward a copy of this request form to the appropriate department for action.
- D. The R.I. Access to Public Records Act (which can be found at <http://www.riag.ri.gov>) allows a public body ten (10) business days to respond to the request, which can be extended an additional twenty (20) business days for "good cause."
- E. If the individual making the request wants only to view the records, the department director will make an appointment for the citizen to come to their office during normal business hours within the time frame prescribed.
- F. If you feel that you have been denied access to public records, you should contact the Public Records Officer for further assistance. If you are not satisfied with the results you should contact the R.I. Attorney General at the above website or at their office.

- § 387-2. Fees.
- A. Subject to the provisions of R.I.G.L. § 38-2-3: the cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.
  - B. A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.
  - C. A public body shall provide an estimate of the costs of a request for documents prior to providing copies, upon request.

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**DO NOT WRITE BELOW THIS LINE**

Received by: \_\_\_\_\_

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