

Effective: 9/1/12

**TOWN OF NORTH KINGSTOWN**  
**PROCEDURE FOR OBTAINING RECORDS**

Pursuant to Rhode Island General Law 38-2-3(d) the Town of North Kingstown hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of North Kingstown may be presented orally or in writing to the following Designated Public Records Officers during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday):

**Police Department**

Captain Patrick Flanagan  
8166 Post Road  
North Kingstown, RI 02852

**Finances**

Patricia A. Sunderland  
Finance Director  
80 Boston Neck Road  
North Kingstown, RI 02852

**Planning**

Jonathan A. Reiner  
Planning Director  
55 Brown Street  
North Kingstown, RI 02852

**All Other Requests**

Jeannette Alyward  
Town Clerk  
80 Boston Neck Road  
North Kingstown, RI 02852

2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you be 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 subsection 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 Rhode Island General Laws 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 advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of North Kingstown shall be considered one (1) request.
6. The Town of North Kingstown is not obligated to produce for inspection or copying records that are not in the possession of the Town of North Kingstown. Moreover, the Town of North Kingstown is not required to reorganize, consolidate, or compile data that is not maintained by the Town of North Kingstown in the form requested.

The Town of North Kingstown is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

TOWN OF NORTH KINGSTOWN

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

In order to document the Town of North Kingstown's compliance with the Access to Public Records Act, please complete this form and forward to the public records unit at the Town Clerk's Office, 80 Boston Neck Road, North Kingstown, RI 02882. For questions related to a request for records, please call: (401) 268-1551.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Records Requested: \_\_\_\_\_

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 North Kingstown, I will not remove, damage or in any way alter any original documents temporarily in my possession.

\_\_\_\_\_  
Signature

**OFFICE USE ONLY:**

Request taken by: \_\_\_\_\_

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

Date Person Informed of Cost and Availability of Records: \_\_\_\_\_

Date Records Provided: \_\_\_\_\_ Mail \_\_\_\_\_ E-Mail \_\_\_\_\_ Pick Up \_\_\_\_\_

Costs: Copies \_\_\_\_\_

Search and Retrieval \_\_\_\_\_

Total \_\_\_\_\_