



**REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS OF
THE CITY OF CRANSTON**

In order to document the City's compliance with the Access to Public Records Act, we request that this form be completed by all persons requesting access to public records of the City of Cranston.

Completed forms may be returned (hand-delivered, mailed, or faxed) to the Department of Law, City of Cranston, 869 Park Avenue, Cranston, Rhode Island 02910. Fax (401) 780-3179. For questions, please contact the Law Department at (401) 461-1000, Ext. 3208.

Date of Request: _____

Name: _____

Address: _____

Telephone: _____

Email address: _____

Requested records:

I further declare that while inspecting original documents of the City of Cranston, I will not remove, damage or in any way alter any original documents temporarily in my possession.

(Signature)

Dated:

Scope of Request: (Please check one)

_____ Request to review and inspect _____ Request to review and/or obtain copies **Access**

Requested Under Court Order:

If requesting documents of the City of Cranston as mandated by court order, please attach a copy of the Order to this Request.

Statement of Fee for Retrieval and/or Copying:

Pursuant to R.I.G.L. § 38-2-4, the City of Cranston may charge a fee of fifteen cents (\$.15) per page and an hourly rate of fifteen dollars (\$15.00) per hour of time spent searching, retrieving and copying documents; however, no fee will be charged for the first sixty minutes of such time. Copies on paper larger than standard legal size, or made available on media different than that on which the information is stored, will be charged at the actual production and/or reproduction cost. Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after the Request is received. There is no copying charge for documents delivered electronically.

Guidance on Response:

Pursuant to R.I.G.L. § 38-2-7, all requests for public records will be responded to within ten (10) business days. With good cause, this period of time can be extended to thirty (30) business days. Failure to comply with a Request within this period of time shall be deemed to be a denial of the Request. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. § 38- 2-2(4)(i)(A) through (Y), the City reserves its right to claim such exemption.

If you choose to pick up the records but did not include identifying information on this form, please inform the Law Department receptionist of the date you made the request, records requested, and request number.

For internal use only:

Date Received: _____ Received by: _____

Records to be available on: _____ to be mailed _____, picked up
, emailed _____.

Date provided: _____ Costs assessed: _____