



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, emailed, or faxed) to the Department of Law, City of Cranston, 869 Park Avenue (3rd Fl), Cranston, Rhode Island 02910. Fax (401) 780-3179. Email publicrecordsrequest@cranstonri.gov. For questions, please contact the Law Department at (401) 461-1000, Ext. 3208.

Name: _____

Address: _____

Telephone: _____

Email: _____

Requested records: (please be as specific as possible)

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

Signature: _____

Date: _____

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:

Agendas and minutes of public bodies are available on the Secretary of State’s Open Government center: <https://www.sos.ri.gov/divisions/open-government-center>

City of Cranston Land Evidence Records can be found online here: <https://cranston.landrecordsonline.com/cranston/>

Probate estates filed with the City of Cranston beginning July 1, 2024 are indexed here: [Curia Systems Public Probate Portal](#)

Pursuant to R.I.G.L. § 38-2-4, the City of Cranston may charge a fee of fifteen cents (\$.15) per page for written documents 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. Pursuant to R.I.G.L. § 34-13-9, copies of recorded documents will be one dollar and fifty cents (\$1.50) per page. There may be an additional cost for copies on paper larger than standard 8 ½ x 11 or 8 ½ x 14 size, or made available on media different than that on which the information is stored. 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 and the records requested.

Please note: The City of Cranston is not obligated to produce records that are not in the possession of the City of Cranston. Moreover, the City of Cranston is not required to reorganize, consolidate, or compile data that is not maintained by the City of Cranston in the form requested.

For internal use only:

Date Received: _____ Received by: _____

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

Date provided: _____

Costs assessed: _____