



Town of Tiverton, Rhode Island  
343 Highland Road  
Tiverton RI 02878  
Tel 625-6710

Request for records under the Access to Public Records Act

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Records being requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

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

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

Records to be available on: \_\_\_\_\_ Fee: \_\_\_\_\_ @ .15 \_\_\_\_\_  
\_\_\_\_\_ @ 1.50 \_\_\_\_\_

Retrieval time @ 15.00/hr \_\_\_\_\_  
(First hour of retrieval is free of charge.)

TOWN OF TIVERTON, RHODE ISLAND  
ACCESS TO PUBLIC RECORDS POLICY

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1. The Town of Tiverton assesses the following charges for inspecting and/or copying public records:
  - a. fifteen cents (.15) per page for any documents copyable on common business or legal size paper
  - b. fifteen dollars (\$15.00) per hour for search and retrieval with the first hour free
  - c. no more than the actual cost for providing electronic records
  - d. one dollar and fifty cents (\$1.50) per page for any recorded documents
2. The Town of Tiverton is not required to reorganize, consolidate or compile data that is not maintained in the form requested at the time the request is made
3. An individual may inspect not more than two files at one time and must do so within the confines of the office providing the information
4. If you desire that copies be made, an estimate of the charges to be assessed will be given to you
5. Upon request, the Town will provide a detailed itemization of the cost for search and retrieval. A stamped self-addressed envelope must be provided if a person seeks to have the public records mailed to them

A COPY OF THIS PROCEDURE SHOULD BE POSTED IN THE TOWN HALL.

Adopted by the Town Council: Monday, November 27, 2000

**PLEASE NOTE**

A pre-payment for estimated fees may be required