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: _____________ Fee: ______ @ .15 _____________
Records to be available on: _______________ Fee: ______ @ 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

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.