

## **Access to Public Records**

Under the Rhode Island Access to Public Records Act (APRA), R.I. Gen. Laws § 38-2-1 et seq., all records maintained or kept on file by Western Coventry Fire District [WCFD] are public records, unless specifically exempt under § 38-2-2(4). Every person or entity has the right to inspect and/or obtain copies of these records at a reasonable time.

### **How to Request Records**

WCFD has established the following procedures in accordance with R.I. Gen. Laws § 38-2-3(d):

Public Records Officer:

[Mariann Gardener]

[WCFD Clerk]

[mgardener@wcfld.net]

[(401) 397-7520]

[1110 Victory Highway]

Greene, RI 02827]

Methods of Request:

You may submit a public records request by:

- Email
- Mail
- In-person delivery

While written requests are preferred to ensure accuracy, you are not required to use a specific form if your request clearly identifies the documents sought. Public information readily available under R.I. Gen. Laws § 42-35-2 or other publicly available documents does not require a written request.

A Public Records Request Form is available at [1110 Victory Highway, Greene, RI 02827].

### **Response Time and Process**

WCFD will permit inspection and/or provide copies of public records within ten (10) business days after receiving a request. If WCFD cannot comply within that period, we will issue a written explanation stating the particularized reason for the delay.

In such cases, WCFD may take an additional twenty (20) business days to comply if necessary to avoid imposing an undue burden.

If records are in active use or storage and unavailable at the time of request, we will schedule an appointment as soon as possible.

### **Format and Costs**

At your election, WCFD will provide public records:

- Electronically
- By mail

unless doing so would be unduly burdensome due to the volume or associated costs. You are responsible for the actual cost of delivery, if any.

If records are maintained electronically, WCFD will provide them in a printout or other reasonable format as requested. However, WCFD is not required to reorganize or compile data not already maintained in the requested form, unless it would not impose an undue burden.

### **Important Information**

- No requestor is required to state the purpose for their request.
- No personally identifiable information is required to access public records.
- Records will not be withheld based on the intended use of the documents.

### **Meeting Minutes**

In accordance with R.I. Gen. Laws § 38-2-3(c), WCFD maintains written or recorded minutes of all meetings. These are public records and are available upon request.