

## Town of Johnston

### PROCEDURE FOR OBTAINING ACCESS TO PUBLIC RECORDS

Pursuant to Rhode Island General Law § 38-2-3(d), the Town of Johnston hereby adopts the following procedure for requesting and/or obtaining public records:

1. A request to inspect and/or copy public records of the Town of Johnston may be presented to the Town Clerk, who is the designated public records officer for the Town of Johnston. The Town Clerk's Office is located at 1385 Hartford Avenue, Johnston, Rhode Island, 02919. Any request to inspect and/or copy public records may be made in person at the Town Clerk's Office during normal business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) or via telephone at (401) 351-6618.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and to ensure that you are provided with the public records in an expeditious manner, the Town asks that you complete the Public Records Request Form. A copy of this form is available at the Town Clerk's Office and is also available on the Town's website.
3. Requests that seek information which is available pursuant to R.I.G.L. § 42-35-2 (the Administrative Procedures Act) and requests that seek other documents that are prepared for or readily available to the public are not required to be submitted in written form.
4. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provision of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of the receipt of the request.
5. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. § 38-2-2(5)(i)(A) through (Y), the Town reserves the right to claim such an exemption.
6. In accordance with R.I.G.L. § 38-2-4, the Town may charge a fee of fifteen (\$.15) cents per page for copies and/or fifteen (\$15.00) dollars per hour, after the first hour, for the search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Johnston shall be considered one (1) request.
7. The Town of Johnston is not obligated to produce for inspection and/or copying records that are not in the possession of the Town of Johnston. Moreover, the Town of Johnston is not required to reorganize, consolidate, or compile data that is not

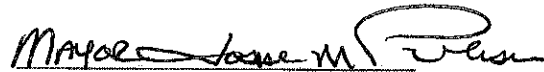
maintained by the Town of Johnston in the form requested at the time the request to inspect the public records was made, except to the extent that such records are in electronic format and the public body would not be unduly burdened in providing such data.

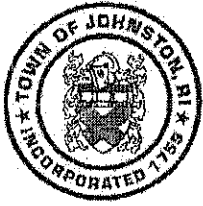
The Town of Johnston is committed to providing public records in an expeditious and courteous manner, consistent with the Access to Public Records Act.

Adopted: August 31, 2012

Revised: March 6, 2013

By:

  
Joseph M. Polisena, Mayor  
Town of Johnston



## Town of Johnston

### REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS

In order to document the Town of Johnston's compliance with the Access to Public Records Act, please complete this form and forward it to the Town Clerk, whose office is located 1385 Hartford Avenue, Johnston, Rhode Island, 02919. For questions related to a request to inspect and/or copy public records, please call: (401) 351-6618.

Date of Request: \_\_\_\_\_

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

Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ )  
\_\_\_\_\_ )

Please provide at least one of the following so that we may contact you regarding the status of your request:

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

Email: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature