

RICHMOND-CAROLINA FIRE DISTRICT BOARD OF DIRECTORS

ACCESS TO PUBLIC RECORD ACT GUIDELINES

In accordance with Rhode Island General Laws § 38-2-3(d), the Richmond-Carolina Fire District has instituted the following procedures for the public to obtain records under the Access to Public Records Act:

1. To request a fire department report on a specific incident, you may contact the District Chief by telephone at (401) 487-0050 or by e-mail at carolinachief601@yahoo.com or by fax at (401) 213-6495.
2. To request records of an administrative nature from the Richmond-Carolina Fire District, you may reach us by telephone at (401) 213-6595, by email at chairman@rcfd.org or by fax at (401) 213-6495.

Requests by mail should be mailed to:

Mr. Craig Berke, Chairman
Richmond-Carolina Fire District
208 Richmond Townhouse Road
Carolina, Rhode Island 02812

In order to ensure that you are provided with the public records you seek in an accurate and expeditious manner, we ask that you complete the attached form entitled “**Request to Inspect and/or Copy Documents or Records or Request for Electronic Information or Report**” which is also available online at <http://www.rcfd.org/PDF/APRA-informationrequestform.pdf>, or otherwise submit your request in writing.

3. You are not required to provide identification or the reason(s) you are seeking the information, and your right to access will not depend upon providing identification or reasons.

If you are interested in obtaining an incident report please be advised that certain reports or information contained within a report may be exempt from disclosure pursuant to Rhode Island General Laws § 38-2-2(S): “Records, reports, opinions information, and statements required to be kept confidential by federal law or regulation or state law, or rule of court.”

4. If your request falls under APRA, a public body has ten (10) business days to respond which can be extended for an additional period of twenty (20) days for “good cause.”
5. If you feel that you have been denied access to records that fall under APRA, you have the right to petition the Board of Directors for a review of the determination. You may also file a lawsuit in Superior Court.

**REQUEST TO INSPECT AND/OR COPY DOCUMENTS OR RECORDS OR
REQUEST FOR ELECTRONIC INFORMATION OR REPORT**

Rhode Island General Laws Title 38, Chapter 2 entitled "Access to Public Records" (APRA) governs the public's access to certain records. Under APRA, there are exceptions to disclosure that may apply to your request. You are not required to provide identification or the reason you seek the information, however, in order to fulfill your request in an expeditious manner, we ask that you fill out this request form. If your request falls under APRA, a public body has ten (10) business days to respond. If you feel that you have been denied access to records that fall under APRA, you have the right to petition the Richmond-Carolina Fire District Board of Directors for a review of the determination.

REQUEST TYPE: Inspect Documents/Records Obtain Copies of Documents/Records
 Obtain Electronic Information/Report (Non APRA Request) Other

REQUESTOR: _____

NAME OF BUSINESS (if applicable): _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

INFORMATION OR REPORT REQUESTED: _____

FORMAT: Paper Fax E-mail (if available) CD-ROM Other:

SUBMIT THIS COMPLETED FORM TO:

Mr. Craig Berke, Chairman
Richmond-Carolina Fire District
208 Richmond Townhouse Road
Carolina, RI 02812
Tel: (401) 213-6595 Fax: (401) 213-6495
Email: chairman@rcfd.org

DATE _____ SIGNATURE OF REQUESTOR _____

OFFICE USE ONLY: Request received by _____ *DATE:* _____ *TIME:* _____ *AM/PM*