



**ACCESS TO PUBLIC RECORDS ACT ("APRA")  
REQUEST FORM**

**In order to facilitate a prompt and accurate response to your request, we encourage you to fill out the following:**

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

Name: (optional): \_\_\_\_\_

Address (optional): \_\_\_\_\_

Phone number (optional): \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Forward this Document to the Law Department***

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Pursuant to R.I. Gen. Laws § 38-2-4, the City reserves the right to charge \$.15 per copy and \$15.00 per hour for retrieval with the first hour being free of charge unless multiple requests are made by you within thirty (30) days.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, this office reserves its right to claim such exemption.

If, after review of your request, this office determines that good cause exists, the City reserves to right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-3(e) and § 38-2-7(b).

Note: If you choose not to include contact information (telephone number, mailing address, e-mail address, etc.), please contact the Law Department, 728-0500 ext. 234, in order to establish a method of sending you a response and/or delivering the records to you.