

Town of Barrington Town Hall

283 County Road
Barrington, RI 02806
401-247-1900

ACCESS TO PUBLIC RECORDS ACT PROCEDURE

RI General Laws Section 38-2-2 et seq.

The Town is committed to providing the public with access to public records under RI General Laws Section 38-2-2 from all Town departments. The Town's various departments and staff provides numerous documents to the public, media, and attorneys every day in the ordinary course of business. However, for any person who (1) does not desire to make an oral request; (2) wishes to make a formal written request; (3) a request needs clarification; or (4) it is requested outside of normal business hours, please complete the "Request for Records Under the Access to Public Records Act" form available at the Police Department for police records or the Town Manager's office of all other departments.

Pursuant to RI General Laws Section 38-2-3(d), the Barrington Town Council has established the following procedure regarding access to public records:

1. Please inform the Town Manager (or Chief of Police) that you wish to make a request for public records. (Requests forms are also available in the Town Clerk's Office.) The normal business hours for the Manager's and Clerk's Offices are 8:30 am to 4:30 pm - Monday to Friday.
2. The Manager (or Chief) will provide you with a form to complete, which permits us to know the precise public documents you seek and assists us in processing your request in an expeditious manner.
3. If the records you request are in the possession of a department other than the Town Manager, your request will be forwarded to the appropriate administrative personnel.
4. If the public records are readily available from the Manager's Office or Police Department.
5. There are times/circumstances when the records will not be available at the time you make your request, especially from other town departments. If the records are not readily available, they can either be mailed to you or you may pick them up on a designated date. The Access to Public Records Act grants a public body ten (10) business days to respond to your request. RI General Laws Section 38-2-3(e). The Act further provides that for good cause, a public body may submit a written request for an extension of up to

twenty (20) business days to process the request. We thank you in advance for your understanding if it is necessary to request this extension.

6. **Costs.** The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents will be fifteen cents (\$.15) for documents copied on common business or legal size paper. You may elect to obtain public records in all media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. We will be more than happy to provide you with an estimate. Upon a request, we will provide detailed itemization of the costs charged for search and retrieval.
7. **Public Records.** A "public record" is defined as "documents, papers, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency." RI General Laws Section 38-2-2.
8. **Redaction.** Although a document may constitute a public record, there may be some information contained on the document that may be redacted/deleted as it may be exempt from disclosure under RI General Laws Section 38-2-2.
9. **Exemptions.** The Access to Public Records Act exempts a variety of records from public disclosure, as set forth in RI General Laws 38-2-2(4).
10. **Appeal of Denial.** Any person or entity denied the right to inspect a record of public body by the Town may petition the Town Manager for review of the decision denying the request. Any petitions from a denial should be addressed to Peter DeAngelis. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the review petition. RI General Laws 38-2-8.
11. **Complaint to the Attorney General.** If the Town Manager determines the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general (150 Main Street, Providence, RI 02903; Telephone: 401-274-4400) or may retain private counsel for the purpose of instituting proceedings for injunctive or declaratory relief in the Superior Court of Providence County.

The School Department has their own procedures for public records access.

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Barrington Town Manager's Office

**Request for Records
Under the Access to Public Records Act**

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up the records, or _____ via USPS

Office Use

Request taken by: _____ Date: _____ Time: _____

Records to be available on: _____ Records provided: _____

Fee: _____ Search and Retrieval: _____

Barrington Town Manager's Office – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town Manager's Office. If after review of your request, the Town Manager's Office determines that the requested records are exempt from disclosure for a reason set forth in the RI General Laws 38-2-2(4), the Town reserves the right to claim such exemption.

Note: If you choose to pick up the records but did not include identifying information on this form (name etc) please inform the Town Manager's Office of the date you made the request, records requested, and Request Number _____ .