

Chepachet Fire District, Inc.

1170 Putnam Pike/P.O. Box 755/Chepachet, RI 02814

Phone: (401) 568-5200 Fax: (401) 568-6100

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

R.I. GEN. LAWS §38-2-1 *et. seq.*

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Pick Up _____

Records provided: _____

Costs: \$ _____ per copy _____ # of Copies \$ _____ search and retrieval cost

Forward this Document to the Chief of the Chepachet Fire Department

Chepachet Fire Department – Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Chepachet Fire Department.

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

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, records requested and request number.