

TOWN OF WESTERLY  
PUBLIC RECORDS REQUEST PROCEDURE

The Town of Westerly has adopted the following procedure in order to assist you in requesting and obtaining public records pursuant to the Access to Public Records Act (R.I. Gen. Laws 38-2-1, et seq.).

1. A request to inspect and/or copy public records of the Town of Westerly may be presented in writing to the Clerk's Department located on the 1<sup>st</sup> Floor of Westerly Town Hall at 45 Broad Street, Westerly, RI 02891 during normal business hours (8:30 a.m. to 4:30 p.m. – Monday through Friday). In order to make a public records request by email or facsimile, please contact the Public Records officer, Town Clerk Donna Giordano at 401-348-2502.
2. Although not required, in order to ensure that you are provided with the public records you seek in an expeditious manner, the Town asks that you complete the Town's Public Records Request Form, or otherwise provide a written request for records that clearly identifies the records you seek. A written form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for good cause. We appreciate your understanding and patience.
4. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Town reserve its right to claim such exemption.
5. The cost for copies is fifteen cents (\$.15) per page. The Town may charge fifteen dollars (\$15.00) per hour, after the first hour, for 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 shall be considered one (1) request. (R.I. Gen. Laws 38-2-4)
6. The Town of Westerly is not obligated to produce for inspection or copying records that are not in possession of the Town of Westerly. Moreover, the Town of Westerly is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Westerly in the form requested.

Additional copies of these Guidelines and the request form are available on the Town of Westerly's website – [www.WesterlyRI.gov](http://www.WesterlyRI.gov)

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

\*\*\*This request process does not apply to vital records or land evidence records.\*\*\*



**OFFICE OF TOWN CLERK PUBLIC  
RECORDS REQUEST FORM**

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

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Phone Number (optional): \_\_\_\_\_

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

Requested Records (be as specific as possible): \_\_\_\_\_

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

**OFFICE USE ONLY:**

Request taken by: \_\_\_\_\_ Date: \_\_\_\_\_

*Forwarded this document to the Clerk's Office.*

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Pursuant to R.I. Gen. Laws 38-2-4, the Town reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free of charge.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in R. I. Gen. Laws 38-2-2(4)(i)(A) through (Y), this office reserve its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the Town reserves the right to extend the time to respond pursuant to R.I. Gen. Laws 38-2-7-(b).

Note: If you choose to pick up the records but did not include contact information (phone number, address, e-mail address, etc.), please contact Donna Giordano, Town Clerk at 401-348-2502 in order to establish a method of delivering the records to you.