

Town of Richmond, R.I.  
5 Richmond Townhouse Road  
Wyoming, RI 02898

**HOW TO SEE OR COPY PUBLIC RECORDS**

The Richmond Town Council has adopted this procedure pursuant to R.I. Gen. Laws § 38-2-3 (d) for responding to requests from members of the public who want to examine or copy town records. This procedure applies to all departments, boards, commissions, and committees of town government.

1. If you are requesting a document that was prepared specifically for public distribution (for example, the Zoning Ordinance), your request should be made to the department where the document is kept. If you are requesting any other record, or if you are requesting a record maintained by a board, committee, or commission responsible for keeping its own records, your request should be made to the town's Public Records Officer.
2. The Public Records Officer for the Town of Richmond is the Town Administrator, or in his or her absence, the Town Clerk. The Town Administrator can be reached at 539-9000, ext. 28, during regular business hours. The Town Clerk's office is open Monday through Friday, except holidays, from 9 a.m. to 4 p.m. The telephone number is 539-9000, ext. 9.
3. If you are requesting a document that was prepared specifically for public distribution and is readily available, it will be provided to you immediately.
4. If you are requesting any other document, town employees will respond to your request as soon as reasonably possible. The Access to Public Records Act gives the town 10 business days to respond. That period may be extended under some circumstances. If town officials cannot provide the record within ten days, you will receive a letter stating why the town needs a longer period to respond to your request.
5. You are not required to make your request in writing. However, putting the request in writing might make it easier for town employees to provide exactly what you are looking for.
6. You are allowed to examine the records instead of paying for copies of the records. The town may limit the number of files or documents you may examine at any one time, but not the number of documents that you may ask to examine.
7. If you request copies of the records, you may obtain them in the form you prefer (for example, on paper or in digital form), as long as the town is capable of providing them in the form you choose.
8. You may choose whether to pick up the records or receive the records electronically, by facsimile, or by mail. If there is a cost to the town for delivering the records to you, you will be responsible for payment for delivery.

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9. Copies of 8½ by 11 inch or 8½ by 14 inch documents cost 15 cents per page. Under state law, copies of some 8½ by 11 inch or 8½ by 14 inch documents, such as those recorded in the land evidence records, cost more. For larger copies, or for information provided in a medium other than paper (for example, a compact disk), you will be charged whatever it costs the town to provide or reproduce the material. If records are in storage, search and retrieval is free for the first hour, and the cost is \$3.75 for every 15 minutes after the first hour. The Public Records Officer will give you an estimate of what it will cost for the records you are requesting if you ask for an estimate.
  10. If your request is denied, you will receive a letter stating the specific reason for denial. If only some of the documents you requested are provided, or if portions of records are deleted, you will receive a written explanation. You have the right to appeal the denial to the Town Council President.
  11. If you would like to see a copy of the Attorney General's Guide to Open Government, which includes a discussion of the Access to Public Records Act, it is available at <http://www.riag.state.ri.us/documents/reports/opengov.pdf>.

*Date of Adoption: 3 November 2009*

*Date of Amendment: 17 July 2012, effective 1 September 2012*