**RICHMOND-CAROLINA FIRE DISTRICT**

**BOARD OF DIRECTORS**

**ACCESS TO PUBLIC RECORD ACT GUIDELINES**

In accordance with Rhode Island General Laws § 38-2-3(d), the Richmond-Carolina Fire

District has instituted the following procedures for the public to obtain records under the

Access to Public Records Act:

1. To request a fire department report on a fire or emergency specific incident, you may contact the

District Chief by e-mail at

Chief@rcfd.org or by fax at (401) 213-6495.

2. To request records of administrative nature from the Richmond-Carolina Fire

District, you may reach us by email at

chairman@rcfd.org or by fax at (401) 213-6495.

**Requests by mail should be mailed to:**

**Mr. Hans Groth Chairman**

**Richmond-Carolina Fire District**

**208 Richmond Townhouse Road**

**Carolina, Rhode Island 02812**

To ensure that you are provided with the public records you seek in an accurate and

expeditious manner, we ask that you complete the attached form entitled “Request to

Inspect and/or Copy Documents or Records or Request for Electronic Information or

Report” which is also available online at

 http://www.rcfd.org/PDF/APRAinformationrequestform.pdf or otherwise submit your request in writing.

3. You are not required to provide identification or the reason(s) you are seeking the

information, and your right to access will not depend upon providing identification or

reasons.

If you are interested in obtaining an incident report, please be advised that certain

reports or information contained within a report may be exempt from disclosure

pursuant to Rhode Island General Laws § 38-2-2(S): “Records, reports, opinions

information, and statements required to be kept confidential by federal law or

regulation or state law, or rule of court.”

4. If your request falls under APRA, the public has ten (10) business days to

respond which can be extended for an additional period of twenty (20) days for

“Good cause.”

5. If you feel that you have been denied access to records that fall under APRA, you

have the right to petition the Board of Directors for a review of the determination.

You may also file a lawsuit in Superior Court.

REQUEST TO INSPECT AND/OR COPY DOCUMENTS OR RECORDS OR

REQUEST FOR ELECTRONIC INFORMATION OR REPORT

Rhode Island General Laws Title 38, Chapter 2 entitled “Access to Public Records” (APRA) governs the

public’s access to certain records. Under APRA, there are exceptions to disclosure that may apply to your

request. You are not required to provide identification or the reason you seek the information, however, in

order to fulfill your request in an expeditious manner, we ask that you fill out this request form. If your

request falls under APRA, a public body has ten (10) business days to respond. If you feel that you have been

denied access to records that fall under APRA, you have the right to petition the Richmond-Carolina Fire

District Board of Directors for a review of the determination.

REQUEST TYPE: � Inspect Documents/Records � Obtain Copies of Documents/Records

� Obtain Electronic Information/Report (Non-APRA Request) � Other

REQUESTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NAME OF BUSINESS (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFORMATION OR REPORT REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SUBMIT THIS COMPLETED FORM TO:**

**Mr. Hans Groth, Chairman**

**Richmond-Carolina Fire District**

**208 Richmond Townhouse Road**

**Carolina, RI 02812**

**Tel: (401) 213-6595 Fax: (401) 213-6495**

**Email:** **chairman@rcfd.org**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF REQUESTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY: Request received by \_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_