

POLICY AND PROCEDURE FOR ACCESS TO PUBLIC RECORDS IN THE TOWN OF GLOCESTER

1. All requests for public records access shall be made through the town clerk's office.
2. All individuals requesting access to town records shall first fill out a "Citizens Information Request Form" which is available in the town clerk's office.
3. All requests must be specific in nature.
4. The clerk will then forward a copy of this request from to the appropriate department for action.
5. The department director will have ten (10) days to send a written estimate of what the cost would be to research and copy the records.
6. If the individual responds that they in fact do want a copy of the records, the town clerk will make the request to the department director for the copies. The director will then forward the copies back to the clerk's office. The clerk will contact the individual and set up a time when the records can be paid for and picked up. (We do not handle any accounts receivable in this office. All research and copy costs must be paid for before the information will be released.)
7. All responses shall be kept on file in the town clerk's office.
8. If the individual making the request wants only to view the records, the department director will make an appointment for the citizen to come to their office during normal business hours.
9. A copy of the "Open Records Act" is attached for your referral as to what is considered an open record and what is not considered an open record. The allowable fees for research and copying of open records is part of this law.
10. This policy shall in no way affect the records that are readily accessible in any department on a day to day basis.

ADOPTED by the Town Council
September 19, 1996

**THE TOWN OF GLOCESTER
CITIZENS RECORDS REQUEST FORM**

Name: _____

Address: _____

Town: _____ State: _____ Zip Code: _____

Phone: _____

Date: _____

Records Requested: _____

Please Note: Per sections 38-2-4 of the Rhode Island General Laws, the Town will charge a fee of .15 per page for copies of public documents, unless such documents have a fee structure which is prescribed by state statute. Additionally, if the requested information requires research on the part of Town personnel, the Town will charge a research fee of \$15.00 per hour. The first thirty (30) minutes of research, however, will be provided at no charge. Also, any Town information maintained within a computer system will be provided in printout form, with data properly identified. Pursuant to 38-2-6 No person or business entity shall use information obtained from public records to solicit for commercial purposes, or to obtain a commercial advantage over the party furnishing that information to the public body. Penalties: civil liability, fine and/or imprisonment.

(FOR TOWN USE ONLY) Estimated Cost For Records: _____

Received by: _____ Date: _____