

West Greenwich
Police Department
Tel (401) 397-7191
Fax (401) 392-3811



280 Victory
Highway
West Greenwich
Rhode Island, 02817

Town of West Greenwich
INCORPORATED 1741
Richard Ramsay, CHIEF OF POLICE

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records _____

If these records are not readily available at the time of your request, please advise whether you desire to:

☐ Pick up the records in person ☐ Regular mail ☐ Email (address) _____

Records to be available on: _____

Office Use Only

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Costs: Number of copies: _____ Search and retrieval fee: \$ _____

The APRA Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall not exceed fifteen (\$15.00) per hour, with no charge for the first hour.

Records Provided: _____

Police Department Access To Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the front desk. If, after review of your request the Department determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws Section 38-2-2(4)(i.) (A) through (W), the 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 officer/clerk at the front desk of the date you made the request, records requested and request number _____.

Thank you,
Chief Richard N. Ramsay
West Greenwich Police Department