REQUEST FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: ___________________
Name (optional) __________________________________________________________
Address (optional) __________________________________________________________
Telephone (optional) _______________________________________________________
Requested Records: ________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
[Please use the back of this form if more space is needed.]

If these records are not readily available at the time of your request, please advise whether you
desire to ________ Pick up the records, or ________ have them delivered by regular mail.

OFFICE USE
Request taken by: ___________________ Request Number: ___________________
Date: ___________ Time: ___________ Mail ________ Pick Up ________
Records to be available on ________________ Records provided: ________________ (Copies) ____________ Search and Retrieval Time

West Greenwich Clerks Office Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on ________________ at the Clerks Office.
If, after review of your request, the Clerks Office determines that the requested records are exempt from
disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), the Town reserves the
right to claim such exemption.

NOTE: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please inform the clerk at the front desk of the date you made the request, records requested, and
Request Number ____________________.
Thank you.