Town of West Greenwich Town Hall  
280 Victory Highway  
West Greenwich, Rhode Island  
Telephone: 401-392-3800 

West Greenwich Clerks Office  

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: ___________  
Records to be available on ___________ Mail ________ Pick Up ________  
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.