

ORDINANCE

(Adopted November 14, 1979)

No. 45

PROCEDURES RELATING TO ACCESS TO PUBLIC RECORDS

These procedures are adopted by the Town Council of the Town of West Greenwich pursuant to the requirements of General Laws of Rhode Island 38-2.

Any person seeking access to any public record which is required to be made available by General Laws 38-2 shall:

1. Make a written, signed request to the custodian of such records stating specifically which records are sought for inspection and/or copying.

2. The custodian shall within ten (10) business days of such request either permit or deny such request; provided, however, that failure to take any action within said ten (10) days, shall be deemed to be a denial. Furthermore, the person to whom the request is made may, for good cause, extend the period for permitting or denying a request to thirty (30) days.

3. The custodian shall designate the time and place at which records may be inspected or copied. In no case shall records be required to be removed from the town offices and in no case shall records be required to be made available outside normal business hours.

4. As provided in General Laws 38-2-4 all reasonable expenses involved in retrieval and/or copying of records shall be levied as a charge to the person requesting such printout or copy.

The person making the request shall be informed at the time the request is received of the charges and shall be furnished an estimate of the costs which will be incurred. Before any copies are made, the person making the request shall pay the estimated cost, and before any copies are delivered, the person making the request shall pay any balance due after credit for estimated costs paid.

5. Any person denied the right to inspect may, within twenty (20) days of the date of denial, petition the Town Council for a review as provided in General Laws 38-2-8, and the Town Council shall make a decision within ten (10) days after the submission of the review petition.