

**Kingston Fire District
10-036-15-20**

Associated Form(s):

- Request for Records Form

<i>To Board to Review</i>	<i>10/22/15</i>
<i>Posted</i>	<i>10/23/15</i>
<i>Adopted</i>	<i>11/12/15</i>
<i>Up for Review</i>	<i>Nov 2018</i>

**KINGSTON FIRE DISTRICT
ACCESS TO PUBLIC RECORDS ACT**

Pursuant to RI General Laws Section 38-2-1, et seq, the Kingston Fire District Board of Wardens, has established the following procedure regarding access to public records:

1. To reach us by telephone please call (401) 783-6830 and ask to be connected to the District Office. Requests for records are to be mailed to the Kingston Fire District Office, to the attention of the Office Manager. The mailing address is: Kingston Fire District, PO Box 284, Kingston, RI 02881. Requests may be hand delivered to the District Office located at 35 Bills Road, Kingston, RI 02881. Requests may be emailed to jen@kingstonfire.net. The regular business hours of the District Office can vary. Please call for an appointment.
1. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act, or other documents prepared for or readily available to the public, we ask that you submit your request in writing. The District Office will provide you with, or it can be obtained online, the form to complete, which permits us to know the precise public documents you seek, and assist us in processing your request in an expeditious manner.
2. The Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for “good cause”. We appreciate your understanding and patience.
3. The Act provides the requestor the opportunity to view and/or copy public records. Should a copy be requested, the cost per copied page of written public documents is fifteen cents (\$0.15), for documents copied on common business size (letter or legal) paper. You may elect to obtain public records in any, and all, media in which we are capable of providing them. The Act permits a reasonable charge for search and retrieval of documents. The hourly costs for a search and retrieval shall be fifteen dollars (\$15.00) per hour, with no charge for the first hour. Upon receipt of a request, the District may provide the requestor an estimate, to be paid upon the request. A detailed itemization of the costs charged for search and retrieval will be provided upon completion. For purposes of

search and retrieval costs, multiple requests made by you within thirty (30) days shall be considered one (1) request.

4. The District is not obligated to produce for inspection or copying records that are not in the possession of the District. Moreover, the District is not required to reorganize, consolidate, or compile data that is not maintained by the District in the form requested, except to the extent that such records are in an electronic format, and the District would not be unduly burdened in providing such data.
5. Any requestor denied the right to inspect a record of the District, may petition the Board of Wardens for review of the decision denying the request. Any petition from a denial should be addressed to the Board of Wardens, Kingston Fire District, PO Box 284, Kingston, RI 02881. A final determination of whether to allow public inspection will be made within ten (10) business days after the submission of the petition, as set forth in the Act.

The Kingston Fire District is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.