

**REQUEST FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Please review the Access to Public Records Procedures adopted by the District before completing this form. Please complete this form and forward to the District Office as provided for in the Procedures. For questions related to a request for records, or the Procedures, please call the District Office Manager at (401) 783-6830.

Date _____ Request Number _____

Name (optional) _____

Contact Information (please provide at least one of the following:

Address (optional) _____

Telephone (optional) _____

Facsimile (optional) _____

Requested Records _____

If these records are not readily available at the time of your request, please check how you wish to receive the records when available:

____ Pick up In Person ____ Via Email ____ Via Regular Mail

I further declare that while inspecting original documents of the Kingston Fire District, I will not remove, damage, or in any way alter any original documents temporarily in my possession.

Signature

Office Use Only

Request taken by: _____ Request Number: _____

Date: _____ Time: _____ Records to be available on: _____

Date sent via: ____ Pick up ____ Email ____ Regular Mail

Records Provided: _____

Cost: _____ Copies _____ Search and Retrieval _____