

Town of Little Compton, RI
Town Clerk's Office
Carol A. Wordell, Town Clerk

PUBLIC RECORDS REQUEST GUIDELINES

The Town Clerk's Office is the Designated Public Records Unit (excluding the Police Department and the School Department). The DPRU shall refer any request for records not under their jurisdiction to the appropriate department upon receipt and notify the requestor of the referral.

The Office of the Town Clerk has instituted the following procedure to help you obtain public records:

1. To reach us by telephone please call (401) 635-4400.
2. The regular business hours of the Office are 8:00 AM to 4:00 PM, Monday through Friday.
3. Staff Members may ask the reason for your request, as its regular course of business. However, you are not required to provide the reason you seek the information nor are you required to provide identification, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form which can be found on our website at <http://www.littlecomptonri.org> or at the Town Clerk's Office. If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact the Town Clerk's Office directly to make your request. Use of the public records request form is not mandatory.
5. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://www.riag.ri.gov/civil/opengovernment>.
6. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records 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.
7. If you feel that you have been denied access to public records, you have the right to file a review petition with the Chief Elected Official for Little Compton, which is the Town Council President. If you are still not satisfied, you may file a lawsuit in Superior Court.

8. The Office of the Town Clerk is committed to providing you with public records in an expeditious and courteous manner.

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PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

OFFICE USE ONLY

Request taken by _____

Date _____ Time _____

Records to be available on _____ Mail _____ Pick Up _____

Records provided _____

Costs: for copies: _____ for search and retrieval: _____

Please note that if, after review of your request, the Town Clerk's Office determines that the records requested are exempt from disclosure for a reason set forth in RI General Laws Section 38-2-2(4)(i)(A) through (Y), the office reserves its right to claim such exemption.

Amended: 07-12-2012; 08-13-2015