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. 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.
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _______________
Name (optional) __________________________________________________________
Address (optional) __________________________________________________________

Telephone (optional) ______________________________________________________
Requested Records: _______________________________________________________

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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