

## **TOWN OF NORTH SMITHFIELD PUBLIC RECORDS REQUEST PROCEDURES**

The Town of North Smithfield (the “Town”) adheres to the Access to Public Records Act, R.I. Gen. Laws § 38-2-1 et. seq., and has instituted the following procedures for the public to obtain public records:

1. For any requests relating to adult arrest logs or Police Department records, please contact the Officer In Charge of each at (401) 762-1212 and submit any written request to said Officer In Charge. The Police Department is located at 575 Smithfield Road, North Smithfield.
2. For all other public records requests, please contact the Town Clerk (the Town’s designated public records officer), or in the Town Clerk’s absence any of the Town’s Deputy Town Clerks, and submit any written request to the Town Clerk’s Office. The Town Clerk’s Office is available by telephone at (401) 767-2200 Ext. 326 and Ext. 321 and its regular business hours are as follows: Monday – Wednesday 8:00 a.m. to 4:00 p.m.; Thursday 8:00 a.m. – 7:00 p.m.; and Friday 8:00 a.m. to 12:00 p.m. The Town Clerk’s Office is located at 575 Smithfield Road, North Smithfield in the Municipal Office Building shared with the Police Department.
3. You are not required to make a written request for public information available pursuant to R.I. Gen. Laws § 42-35-2 as for other documents prepared for or readily available to the public. Further, you are not required to provide identification or the reason you seek the information, 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, 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 complete the Public Records Request Form located at the front desk of the Town Clerk’s Office, at the Police Department, or available on our website [www.nsmithfieldri.org](http://www.nsmithfieldri.org) or otherwise submit your request in writing to the Town Clerk or Police Department, as applicable.
5. Please be advised that the Access to Public Records Act allows the Town ten (10) business days to respond to your request, which can be extended an additional twenty (20) business days for “good cause”. However, the Town has forty-eight (48) hours (or seventy-two (72) hours if the request is made on a weekend or a holiday) to respond to your request for adult arrest logs. We appreciate your understanding and your patience.
6. Please be advised you shall be responsible for the following charges relating to your records request:
  - \$0.15 per photocopy on letter/legal sized paper (copies on paper larger than letter/legal-sized will be charged at the actual production or reproduction cost)
  - \$15.00 per search/retrieval hour (no cost shall be charged for the first hour of search and retrieval)
  - Actual reasonable costs of delivery or for providing electronic records
  - There is no copying charge for documents delivered electronically
7. The Town of North Smithfield is committed to providing you with public records in an expeditious and courteous manner.

**TOWN OF NORTH SMITHFIELD**

**PUBLIC RECORDS REQUEST FORM PURSUANT TO THE  
ACCESS TO PUBLIC RECORDS ACT**

Date \_\_\_\_\_ Request Number \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_ (you are only required to provide an address if requesting that records be sent to you)

Telephone (optional) \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please select preferred method of delivery of requested records:

Review and inspect records at Town Clerk’s Office or Police Department (no copies made in advance)

Pick copies up at Town Clerk’s Office

Copies mailed to address provided above

Copies sent (if possible) to \_\_\_\_\_ e-mail address

Copies sent (if possible) to facsimile # \_\_\_\_\_

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**OFFICE USE ONLY**

Request taken by: \_\_\_\_\_ Request Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available on: \_\_\_\_\_

Records provided on \_\_\_\_\_

Costs:

\_\_\_\_\_ Copies

\_\_\_\_\_ Search and Retrieval

\_\_\_\_\_ Other

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**Town of North Smithfield - Public Records Request Receipt**

You records request was made on \_\_\_\_\_. If, after a review of your request the Town determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Town reserves its right to claim such exemption.