

**HOPKINS HILL FIRE DEPARTMENT
1 BESTWICK TRAIL COVENTRY, R.I. 02816**

REQUEST FOR RECORDS FORM

Under the Access to Public Records Act

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records _____

The District may claim exemption to the requested records pursuant to R.I. Gen. Laws §38-2-2-(4)-(i)(A) through (Y), et Seq., after review of your request.

NOTE: If you do not provide identification (name, address, and telephone) the requested records will be available on _____ at the Hopkins Hill Fire Department, 1 Bestwick Trail, Coventry R.I. 02816.
Please know your request date and request number upon return.

NOTE: In accordance with RI Gen. Laws 38-2-4, et Seq., the District may charge a fee of \$.15 per page for documents copied and/or \$15.00 per hour for document search and retrieval after the first hour. You will be contacted prior to commencing work on your request if the estimated costs will exceed \$25.00.

DISTRICT USE ONLY

Request Taken By _____

Date _____ Time _____

Records Available On _____

Records Inspected or Picked Up On _____

Records Request Completed By _____

Costs: Copies	_____	copies x \$.15 =	_____
Search and Retrieval	_____	hours x \$15.00 =	_____
Total Cost			_____

Extension Letter Mailed

Records Do Not Exist Letter Mailed

Denial Letter Mailed
