

Union Fire District of South Kingstown
131 Asa Pond Road, Wakefield, RI 02879
Phone: (401) 789-8354 Fax: (401) 789-87505

**REQUEST FOR RECORDS UNDER THE
ACCESS TO PUBLIC RECORDS ACT
(Public Records Request Form)**

Date: _____ Request Number: _____
(Provided by the Union Fire District)

Name (optional): _____

Mailing Address (optional): _____

EMAIL Address (optional): _____

Telephone/FAX (optional): _____

Requested Records*: _____

* If, after review of your request, the designated public records officer determines that the requested records are exempt from disclosure for a reason set forth in the RIGL §38-2-2(4), the Union Fire District reserves the right to claim such exemption.

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 the Records _____ Via Fax _____ Via Email _____ Via Regular Mail

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: _____ Yes _____ No _____ In Part

Date response provided if any exemptions are claimed: _____

Cost for Records: Copies \$ _____ Search and Retrieval \$ _____

* If you choose to pick up the requested records but did not include identifying information on this form (name, address, etc.), please provide the designated public officer with the Request Number.