

Dunn's Corners Fire District
Serving Westerly & Charlestown Since 1942

**PUBLIC RECORDS REQUEST
POLICY & PROCEDURES**

The Dunn's Corners Fire District of Westerly, Rhode Island has instituted the following procedure to help you obtain public records regarding the Fire District.

1. To reach us by phone please call (401) 322-0577. Request for records must be mailed to the Moderator, which is the designated member of the Operating Committee of the Dunn's Corners Fire District which handles these matters, except as provided in paragraph 2. The mailing address is: Dunn's Corners Fire District, ATTN: Moderator, 1 Langworthy Rd, Westerly, RI 02891. Request can also be hand delivered to the Dunn's Corners Fire District Station 1 administrative assistant or emailed to districtmoderator@dunnscornersfire.com
2. 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 Request Form located at the front desk, or our website <http://www.dunnscornersfire.com>, or otherwise submit your request in writing. 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 an attorney in the Open Government Unit to make your request.
3. Please be advised that the Access to Public Records Act 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.
4. If you feel that you have been denied access to public records, you have the right to file an appeal with the Department of Attorney General or the Superior Court. See R.I.G.L. §38-2-8.
5. The Dunn's Corners Fire District of Westerly, Rhode Island is committed to providing you with public records in an expeditious and courteous manner.
6. 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.
7. The regular business hours of the District are 9:00 a.m. to 3:00 p.m. Monday – Friday, closed Thursday's

Michael J. Frink
Chief

Matthew Thomsen
Moderator

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**REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date: _____ Request Number: _____

Name (optional): _____

Address (optional): _____

Telephone (optional): _____

Requested Records: _____

OFFICE USE ONLY

Request Taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ copies _____ search and retrieval

Records requested ARE NOT sought for the purposes of pending litigation involving the Dunn's Corners Fire District.

If you desire to pick up the records, they will be available on _____ at the administrator's office.

If, after review of your request, the Dunn's Corners Fire District determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen Laws §38-2-2(4)(A) through (Y), the Dunn's Corners Fire District of Westerly, Rhode Island reserves its right to claim such exemption.

Note: If you choose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the office of the date you made the request, records requested and request number.

Thank You.

Station # 1
1 Langworthy Road
Westerly, R.I.
02891

www.dunnscornersfire.com
Tel: (401) 322-0577
Fax: (401) 322- 9304

Station #2
5664 Post Road
Charlestown, R.I.
02813