

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

**PUBLIC RECORDS REQUEST POLICY & PROCEDURES**

Approved by the District Operating Committee on January 11, 2022

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, who is the designated member of the Operating Committee of the Dunn's Corners Fire District who 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 [dcfdmoderator@gmail.com](mailto:dcfdmoderator@gmail.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. A brief telephone discussion with our staff may help to insure that we collect the data you want.
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. The Access to Public Records Act allows a citizen the opportunity to inspect and/ or to copy public records. The cost per copied page of written public documents will be \$.15 per page and an hourly rate not to exceed \$15.00 (fifteen) dollars per hour for time spent for the search and retrieval of documents, with no charge for the first hour or for the first 5 pages. If the request requires a charge to be assessed, due to the manner in which the information is stored, a charge will be made for the actual production and/or reproduction cost. The Dunn's Corners Fire District will provide an estimate of charges, allowing for a retraction or amendment to the request prior to any further action by the Dunn's Corners Fire District.
5. 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.

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

[www.dunnscornersfire.com](http://www.dunnscornersfire.com)  
Tel: (401) 322-0577  
Fax: (401) 322- 9304

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

6. The Dunn's Corners Fire District of Westerly, Rhode Island is committed to providing you with public records in an expeditious and courteous manner.
7. You are not required to provide the reason you seek the information, and your right to access public records will not depend upon providing reasons.
8. Please consult our web site for office hours:

<https://www.dunscornersfire.com/content/contact/>

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

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

Name: \_\_\_\_\_

Address (optional): \_\_\_\_\_

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

Email Address (optional): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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.

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