

## **MANVILLE FIRE DISTRICT—PUBLIC RECORDS REQUEST**

### ***Procedure for Requesting Public Records***

- (1) A request for inspection or copying of public records shall be presented in writing, via facsimile or in person to the Chairman/Clerk of the Manville Fire District. The mailing and physical address of the district is Manville Fire Department, 112 Old Main Street, Manville, RI 02838. The request must be presented during the ordinary business hours of the district on forms as provided by the district and must reasonably describe the records sought in a way that will permit their identification and location by district personnel. A written record of all requests shall be maintained.
- (2) If the description of records sought in the request is not sufficient to allow the district to identify and locate the requested records, the district will notify the person requesting such records that additional information is needed.
- (3) The district will make every reasonable effort to honor the request within ten (10) business days of receipt of the form as specified herein.
- (4) The district will make its best efforts to notify the inquirer of the status of the request within ten (10) business days, should it appear that the request cannot be honored within the ten (10) business days. For good cause, the time to respond may be extended to thirty (30) business days.

### ***Hours of Inspections***

All records made available pursuant to these procedures may be inspected between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

### ***Fees***

- (1) Official publications which the district prepares in the discharge of its duty to inform the public on matters of public interest shall be furnished free of charge when available.
- (2) The district will supply one copy of any of these Rules and Regulations to an individual requesting same free of charge.
- (3) The district shall charge a fee for copying and/or search and retrieval of requested documents consistent with applicable state law.
- (4) All payments for copies of records shall be paid in advance of delivery. All checks shall be payable to the Manville Fire District. A Returned Check Fee will apply for each N.S.F. check or check returned by financial institution.