



# Town of Foster

Est. 1781

**To: Town Clerk's Office  
Town of Foster  
181 Howard Hill Road  
Foster, RI 02825**

**Date:** \_\_\_\_\_

In accordance with RI General Laws 38-2-3, I am requesting the following:

**Information/Documents requested:**

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The cost of copying these documents for Foster residents will be 15¢ per page. Estimate of cost is not more than \$50.00, actual cost may less. Payment must be made before copies are received.

According to RI G.L. 38-2-4 a reasonable charge may be made for the search or retrieval of documents. A charge of \$15.00 per hour will be charged beginning after the first hour of search.

I am aware of the charges for the retrieval of the information I have requested.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email address: \_\_\_\_\_

**Please see page two for request procedures and an explanation of the appeal process.**

cc: Town Solicitor

## **Procedures Relating to Access to Public Records – page 2**

Any person seeking access to any public record which is required to be made available by General Laws 38-2 shall:

1. Make a written, signed request to the custodian of such records stating specifically which records are sought for inspection and/or copying.
2. The custodian shall within ten (10) business days of such requests either permit or deny such request; provided, however, that failure to take any action within said ten (10) days, shall be deemed to be a denial. Furthermore, the person to whom the request is made may, for good cause, extend the period for permitting or denying a request to (20) days.
3. The custodian shall designate the time and place at which records may be inspected or copied. In no case shall records be required to be removed from the Town offices and in no case shall records be required to be made available outside normal business hours.
4. As provided by General Laws 38-2-4 a reasonable charge shall be levied for search or retrieval of documents. Hourly costs for search and retrieval shall be \$15 per hour and no cost shall be charged for the first sixty (60) minutes of search or retrieval.

The person making the request shall be informed at the time the request is received of the charges and shall be furnished an estimate of the cost which will be incurred before any copies are made, the person making the request shall pay the estimated cost, and before any copies are delivered, the person making the request shall pay any balance due after credit for estimated cost paid.

5. Any person denied the right to inspect may, within twenty (20) days of the date of denial, petition the Town Council for a review as provided in General Laws 38-2-8, and the Town Council shall make a decision within (10) business days after the submission of the review petition.
6. If the Town Council determines that the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general. The attorney general shall investigate the complaint and if the attorney general shall determine that the allegations of the complaint are meritorious, he or she may institute proceedings for injunctive or declaratory relief on behalf of the complainant in the superior court of the county where the record is maintained. Nothing within this section shall prohibit any individual or entity from retaining private counsel for the purpose of instituting proceedings for injunctive or declaratory relief in the superior court of the county where the record is maintained.