Town Clerk’s Office

PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS
ACT R.I. GEN. LAWS § 38-2-1 ET SEQ.

Date: ________________ Request Number: ________________

Name (optional): _______________________________________________________________

Address (optional): __________________________________________________________________

Email Address (optional): __________________________________________________________________

Telephone (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 $ ________________

Forward this Document to the Public Records Officer

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Town of Cumberland – Public Records Request Receipt

If you desire to pick up the records, they will be available on ________________ at the office of
the Town Clerk. If, after review of your request, the Town of Cumberland 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 Town of Cumberland reserves its right to claim such exemption.

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Please be advised that the Town of Cumberland cannot require that a records request be on
the Town of Cumberland’s form or otherwise be written, if the request is readily identifiable as
a public records request. This form is provided solely for your convenience.

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