

Bonnet Shores Fire District
130 Bonnet Shores Road, Narragansett, RI 02882
Office Phone: (401) 789-4540 / Email: district.manager@bonnetshores.org
www.bonnetshores.org

Public Records Request Form - APRA
Under the Access to Public Records Act

Please Fill In All the Fields

In order to document the Bonnet Shores Fire District's compliance with the Access to Public Records Act, please complete this form and forward to the District Manager at the Fire District office, 130 Bonnet Shores Road, Narragansett, RI 02882. Check the website for office hours.

Date _____ Name (optional) _____

Contact information (Please provide at least one of the following:)

Address _____

Telephone _____ Facsimile _____

Email* _____

If records requested are available in electronic form.

Requested Records

I further declare that while inspecting original documents of the Fire District, I will not remove, damage, or in any way alter any original documents temporarily in my possession.

Please be advised that the APRA allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause". These times may be tolled pending a request for prepayment or clarification. We appreciate your understanding and patience.

Signature

If, after review of your request, the District determines that the requested records are exempt from disclosure for a reason set forth in RIGL, 38-2-2(4) (A) through (Y), the District reserves its right to claim such exemption.

Please **PRINT** this form, sign it and mail it to: **DISTRICT MANAGER at the Community Center, 130 Bonnet Shores Road, Narragansett, RI 02882.**

OFFICE USE ONLY:

Date Request Received _____ Received By _____

Records To Be Available On _____ Mail _____

Email _____ Pick Up _____ Records Provided _____

Costs: Copies _____ Search and Retrieval _____

Amount Received _____

Forward this document and funds received to Treasurer.