

## **Bonnet Shore Fire District (BSFD) Access to Public Records Act (APRA)**

[webserver.rilegislature.gov/statutes/title38/38-2/38-2-2.HTM](http://webserver.rilegislature.gov/statutes/title38/38-2/38-2-2.HTM)

RIGL 38-2-1 ET SEQ

The Bonnet Shores Fire District adheres to the RIGL 38-2-1 ET. SEQ. Access to Public Records Act and has instituted the following procedures for citizens to obtain public records.

- Requests for records may be made by downloading the APRA records request form on the Bonnet Shores Fire District website ([bonnetshores.org-BSFD Public Records Request Form New3.pdf](http://bonnetshores.org-BSFD_Public_Records_Request_Form_New3.pdf) ).
- Forms must be submitted by mail to the Bonnet Shore Fire District 130 Bonnet Shores Road Narragansett, RI 02882 Attn: Bonnet Shores Fire District Manager or by e-mail to [Districtmanager@bonnetshores.org](mailto:Districtmanager@bonnetshores.org).

### **Other Important Information**

- BSFD considers the confidentiality of its records a priority under federal and state laws but recognizes the right of access to public records under RIGL 38-2-1 et. seq.
- You are not required to provide identification or the reason you seek the public information, and your right to access public records will not depend on providing this information.
- The BSFD council Chairperson in consultation with legal counsel will make a determination as to whether the records are public. In Rhode Island, a “public record” is defined as any document, paper, or other material, regardless of physical form or characteristics, that is made or received in connection with the transaction of official business by any state or local government agency or quasi-public agency. The Rhode Island Access to Public Records Act (APRA) ensures public access to these records, with certain exceptions for information deemed privileged or confidential, such as attorney-client information, medical records, trade secrets, or information that would constitute an unwarranted invasion of personal privacy. Although a document may constitute a

public record, there may be some information contained within the document that may be redacted as it is exempt from disclosure under RIGL 38-2-2.

- The Rhode Island Access to Public Records Act (APRA) allows a requesting person or entity the opportunity to inspect and/or to copy public records. The cost per copied page of public documents is .15 cents per page with an hourly rate of \$15 per hour spent for the search, retrieval and redaction of documents, with no charge for the first hour. If the request requires a charge, the requesting person or entity will be provided with an estimate of charges and will be allowed to amend or retract their request prior to the release of the documents. No documents will be released until receipt of payment.
- Please be advised that the Rhode Island Access to Publics Records Act (APRA) allows a public body 10 business days to respond, which can be extended by 20 business days for “good cause”.
- Any person or entity who receives a denial for copies or inspection of requested records may petition the BSFD Chairperson by mail at Bonnet Shores Fire District 130 Bonnet Shores Road Narragansett, RI 02882 or via the Chairperson’s direct e-mail address located on the Bonnet Shores Fire District website. The BSFD council, in consultation with legal counsel will make a final determination whether the appeal of the requested copies or inspection of the requested records will be granted within 10 business days of receipt of the appeal. If the denial is confirmed, the person or entity has a right to file a complaint with the Rhode Island Attorney General’s Office.
- For additional information on the Access to Public Records Act (APRA), please access [riag.ri.gov/about-our-office/divisions-and-units/civil-division/government-litigation/open-government](http://riag.ri.gov/about-our-office/divisions-and-units/civil-division/government-litigation/open-government).

**Please be advised that this is not a complete overview of the Rhode Island Publics Records Act (APRA). Please review the link above to review RIGL 38-2-1 ET SEQ.**