

Town of Barrington Town Hall

283 County Road
Barrington, Rhode Island
Telephone: 401-247-1900

Barrington Town Manager's Office

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up the records, or _____ Regular mail

Office Use

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ Copies _____ Search and Retrieval _____

Barrington Town Manager's Office – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town Manager's Office. If, after review of your request, the Town Manager's Office determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), the Town reserves the right to claim such exemption.

NOTE: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please inform the Town Manager's Office of the date you made the request, records requested, and Request Number _____.

Thank you.