

**SHADY HARBOR FIRE DISTRICT**  
**Charlestown, RI 02813**

**POLICIES AND PROCEDURES WITH RESPECT TO THE**  
**ACCESS TO PUBLIC RECORDS ACT**  
**UNDER THE RHODE ISLAND GENERAL LAWS**

Shady Harbor Fire District (“SHFD”) adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, *et. seq.*, (“APRA”) and has instituted the following procedures for the public to obtain public records.

1. A request to inspect and/or copy public records of SHFD shall be presented by email to the SHFD Clerk. The Clerk’s email address can be found at the bottom of the Contact Shady Harbor menu. The Clerk will coordinate the APRA request with the appropriate board member or commissioner in order to prepare a response.
2. SHFD will exert reasonable efforts to honor a written request within ten (10) business days of receipt of the request. Please be advised that the APRA allows SHFD ten (10) business days to respond, which can be extended an additional twenty (20) business days (for a total of thirty (30) business days). We appreciate your understanding and patience.
3. SHFD shall deny access to records requested only in accordance with the provisions of the APRA. If, after review of a request, SHFD determines that the requested records are exempt from disclosure pursuant to the APRA, SHFD reserves the right to claim such exemption.
4. SHFD is not required to reorganize, consolidate or compile data that is not maintained by SHFD in the form requested at the time the request was made. Also, the APRA does not require SHFD to respond to inquiries with questions or to provide oral/verbal information. Instead, the APRA requires that SHFD respond to inquiries for public documents. SHFD shall not be obligated to produce for inspection or copying records that are not in the possession of SHFD.
5. The APRA permits SHFD to assess charges for inspecting and/or copying public records. SHFD may charge a fee, not to exceed fifteen cents (\$0.15) per page, for copies made on common business or legal size paper. In addition, SHFD may impose a reasonable charge for the search or retrieval of documents. Hourly costs for a search and retrieval will not exceed fifteen dollars (\$15.00) per hour (with the first hour free). Please be advised that for purposes of calculating search and retrieval time, multiple requests from any person or entity made within a thirty (30) day time period shall be considered one (1) request.
6. SHFD is committed to providing you with public records in an expeditious and courteous manner.