



TOWN OF NARRAGANSETT
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882
Tel. (401) 789-1044 Fax (401) 783-9637
www.narragansettri.gov

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law §38-2-3-(d) the Town of Narragansett hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of Narragansett may be presented orally or in writing to the following Designated Public Records Officers during normal business hours Monday through Friday as indicated below.

Fire Department

Judy Christofaro
Public Safety Building
40 Caswell Street
Narragansett, RI 02882
jchristofaro@narragansettri.gov
(8:30 a.m. to 4:00 p.m.)

Police Department

Christine Smith
Records Department
Public Safety Building
40 Caswell Street
Narragansett RI 02882
csmith@narragansettri.gov
(8:30 AM to 12:00 PM)

Town Departments

Theresa C. Donovan, CMC-Town Clerk
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
tdonovan@narragansettri.gov
(8:30 a.m. to 4:30 p.m.)

School Department

Lauren Ruggiero
Superintendent's Office
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
lruggiero@nssk12.org
(8:00 a.m. to 4:00 p.m.)

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2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection §38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in RIGL § 38-2-2(4) (A) through (Y), the Town reserves its right to claim such exemption.
5. In accordance with Rhode Island General Laws 38-2-4, the Town may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Narragansett shall be considered one (1) request.
6. The Town of Narragansett is not obligated to produce for inspection or copying records that are not in the possession of the Town of Narragansett. Moreover, the Town of Narragansett is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Narragansett in the form requested except to the extent that such records are in an electronic format and the town would not be unduly burdened in providing such data.

The Town of Narragansett is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

Effective 09/01/2012

Revised 10/01/2012 (#6)

Amended 04/30/2014 to include School Department contact information

Amended 01/23/2019 to revise Town Departments contact information

Amended 09/30/2019 to revise School Department contact information

Amended 04/28/2020 to revise School Department contact information