



**TOWN OF NARRAGANSETT**  
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882  
Tel. (401) 789-1044 Fax (401) 783-9637  
[www.narragansettri.gov](http://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](mailto:jchristofaro@narragansettri.gov)  
(8:30 a.m. to 4:00 p.m.)

### **Police Department**

Linda Piccirilli  
Records Department  
Public Safety Building  
40 Caswell Street  
Narragansett RI 02882  
[lpiccirilli@narragansettri.gov](mailto:lpiccirilli@narragansettri.gov)  
(8:30 a.m. to 12:00 p.m.)

### **Town Departments**

Theresa C. Donovan, CMC-Town Clerk  
Narragansett Town Hall  
25 Fifth Avenue  
Narragansett, RI 02882  
[tdonovan@narragansettri.gov](mailto: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](mailto: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