

QUONOCHONTAUG CENTRAL BEACH FIRE DISTRICT
CHARLESTOWN, RHODE ISLAND 02813

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

Quonochontaug Central Beach Fire District ("QCBFD") adheres to the Access to Public Records Act, R.I. Gen. Laws § 32-2-1, 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 QCBFD shall be presented in writing (or email) to the QCBFD Clerk, with a copy to the Moderator. The email and address of both the Clerk and the Moderator can be found on the QCBFD website. The Clerk, or the Moderator in the Clerk's absence, will coordinate the APRA request with the appropriate board member or commissioner in order to prepare a response. The Clerk, in conjunction with the Moderator, or the Moderator alone in the Clerk's absence, may designate the responsibility to respond to any APRA request to anyone who has completed the annual APRA certification pursuant to R.I.G.L. section 32-2-3.16.

The Clerk's e-mail address is "clerk@quonniecentral.org".

The Moderator's e-mail address is "moderator@quonniecentral.org".

2. QCBFD will exert reasonable efforts to honor a request within ten (10) Business Days of receipt of the request. Please be advised that the APRA allows QCBFD ten (10) Business Days to respond, which can be extended an additional twenty (20) Business Days (for a total of thirty (30) Business Days). Requests shall be deemed effective when received during Business Hours. Requests received outside Business Hours shall be deemed effective as of the next succeeding Business Day. "Business Hours" shall be understood to mean 9:00 a.m. through 5:00 p.m. on each Business Day. A "Business Day" is any day other than a Saturday, a Sunday or a Federal or Rhode Island legal holiday. We appreciate your understanding and patience.

3. QCBFD shall deny access to records requested only in accordance with the provisions of the APRA. If, after review of a request, QCBFD determines that the requested records are exempt from disclosure pursuant to the APRA, QCBFD reserves the right to claim such exemption.

4. QCBFD is not required to reorganize, consolidate or compile data that is not maintained by QCBFD in the form requested at the time the request was made. Also, the APRA does not require QCBFD to respond to inquiries with questions or to provide oral/verbal information. Instead, the APRA requires that QCBFD respond to inquiries for public documents. QCBFD shall not be obligated to produce for inspection or copying records that are not in the possession of QCBFD.

5. The APRA permits QCBFD to assess charges for inspecting and/or copying public records. QCBFD 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, QCBFD 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. QCBFD is committed to providing you with public records in an expeditious and courteous manner.