



Building / Zoning Office

The Barrington Town Hall
283 County Road
Barrington, RI 02806
Phone: (401) 247-1900 x1

REQUEST FOR PUBLIC RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT (R.I.G.L. 38-2-3)

Date Requested: _____ Request Number: _____ (Year) - _____

Name (Optional): _____

Address (Optional): _____

Telephone (Optional): _____

Email (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 at the Barrington Town Hall (283 County Road - M-F 8:30 am to 4:30 pm)
- ☐ Have the records scanned to your email address.
- ☐ Have the records sent to you by regular mail.

If you desire to pick up the requested records, they will be available in the Building Office on _____, which is no later than 10 business days from the date we receive the request. If, after review of your request, the Building/Zoning 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 of Barrington reserves the right to claim such exemption.

NOTE: If you choose to pick up the requested records, but did not include identifying information on this form (name, address, etc.) please inform the Building / Zoning Office of; the date you made the request, the records you requested, and the request number.

Building / Zoning Office Use Only

Request take by: _____ Request Number: _____ (Year) - _____

Date: _____ Time: _____

Records to be available on: _____

Delivery method: ☐ Mail: ☐ Pickup: ☐ Email: ☐ Include email or address if applicable

Records provided: _____

Costs involved: _____

(no fee for 1st hour)	Copies: \$.15 per hard copy	\$
	Search & retrieval:	\$
	Shipping fees (if any):	\$
	TOTAL:	\$

Fee must be paid **prior** to delivery