

# *The Weekapaug Fire District*

*The Weekapaug Fire District (WFD) adheres to the Access to Public Records Act (APRA), Rhode Island General Laws §38-2-1, and has instituted the following procedures for the public to obtain public records.*

*A request to inspect and/or copy public records of WFD shall be presented by email to WFD's Administrative Assistant, whose email is [weekapaugfiredistrict@gmail.com](mailto:weekapaugfiredistrict@gmail.com). The Administrative Assistant will coordinate the APRA request with the appropriate board member or commissioner in order to prepare a response.*

*WFD 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 WFD ten (10) business days to respond, which can be extended an additional twenty (20) business days for a total of thirty (30) business days.*

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

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

*The APRA permits WFD to assess charges for inspecting and/or copying public records. WFD 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, WFD 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) per hour. 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.*

*WFD is committed to providing you with public records in an expeditious and courteous manner.*