



**REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS**  
**Under the *Access to Public Records Act*, R.I.Gen. Laws §§ 38-2-1 et seq.**

Request to Inspect Records:

Request to Obtain Copies:

Walk-in

**REQUESTOR'S INFORMATION:** (OPTIONAL)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**RECORDS REQUESTED:**

<u>SITE/OWNER NAME</u>	<u>SITE ADDRESS</u>	<u>CITY</u>	<u>SITE TYPE/TYPE OF FILE</u>	<u>ASSESSOR'S PLAT/LOT</u> <i>(IF APPLICABLE)</i>	<u>SITE ID NO.</u> <i>(IF APPLICABLE)</i>

**ADDITIONAL NOTES:**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**IS THE SUBJECT MATTER OF THIS REQUEST CURRENTLY IN LITIGATION?** YES  NO

**FORMAT REQUESTED:** PAPER  ELECTRONIC  FACSIMILE

**FEES:** For applicable fees, please see DEM's Public Records Request Guidelines.

By making records available for review and/or copying, the Department does not waive any rights that it may have, or may assert, regarding their admissibility or the use of their contents in any pending or future proceeding pursuant to rules of discovery or evidence as may be applicable in such proceeding.

SIGNATURE: \_\_\_\_\_  
 (Optional)

DATE: \_\_\_\_\_

**OFFICE USE ONLY**

No. of Copies: \_\_\_\_\_ No. of Large Copies: \_\_\_\_\_ Fee Received by: \_\_\_\_\_ Received: \$ \_\_\_\_\_ Cash  Check

