

**Public Records Request Form Under the Access to Public Records Act**

Date/Time: \_\_\_\_\_ Request Number: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Address (optional): \_\_\_\_\_

Telephone Number (optional): \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Documents requested:

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**Please make your request as specific as possible.**

You are not required to provide identifying information or the reason you seek the records. If you do not provide any identifying or contact information, a response to your request will be available no later than 10 business days following your request at the front counter of Pascoag Utility District (253 Pascoag Main Street Pascoag, RI 02859) during normal business hours (M,T,W,F 7am-3:30pm and Th 7am-7pm).

I request the release of the documents listed above. I understand that there is a charge of \$0.15 per page for this information as well as a charge of \$15 per hour for research, after the first hour, which is provided free.

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**TO BE COMPLETED BY OFFICE:**

Date/Time: \_\_\_\_\_

Request accepted by: \_\_\_\_\_ Request completed by: \_\_\_\_\_

Records to be available on: \_\_\_\_\_ Mail: \_\_\_\_\_ Pick Up: \_\_\_\_\_

Records provided: \_\_\_\_\_

Costs: \_\_\_\_\_ copies \_\_\_\_\_ search and retrieval

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**Pascoag Utility District-Public Records Request Receipt**

If you wish to pick up the records, they will be available on \_\_\_\_\_ at the front desk. If, after your review of your request, the District determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the District reserves its right to claim such an exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name etc.), please inform the customer service representative of the date you made the request, records requested and request number.