

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law 38-2-3(d) the Town of Coventry hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of Coventry may be presented orally or in writing to the Coventry Town Clerk at 1670 Flat River Road, Coventry, RI 02816 during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday) or (401) 822-9173.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that individuals are provided with the public records they seek in an expeditious manner, the Town asks that they complete the Public Records Request Form. This form is not required if an individual is seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of the request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the Town reserves its right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the Town may charge a fee of fifteen cents (\$.15) per page for copies and fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please note that for purposes of search and retrieval costs, multiple requests made by an individual within thirty (30) days to the Town of Coventry shall be considered one (1) request.
6. The Town of Coventry is not obligated to produce for inspection or copying records that are not in the possession of the Town of Coventry. Moreover, the Town of Coventry is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Coventry in the form requested.
7. Pursuant to R.I.G.L. 38-2-3.2, the police department should insure that their arrest logs and crime reports contain the following information so that they can be immediately released (48 hours upon request/72 hours for weekends/holidays):
 - a. Full name of arrested adult
 - b. Home address of the arrested adult (unless it would identify a victim)
 - c. Year of birth of the arrested adult (Note: not full DOB)
 - d. Charge(s)
 - e. Date of the arrest
 - f. Time of the arrest
 - g. Gender of the arrested adult
 - h. Race of the arrested adult
 - i. Name of arresting officer (unless undercover)

8. The Town of Coventry shall post this procedure on the Town's website.

The Town of Coventry is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

Department of Attorney General
Proposed Rules and Regulations
Regarding Training under the Access to Public Records Act

1. The Chief Administrative Officer, as defined by the Access to Public Records Act, must certify annually by January 1 of each calendar year that persons who have the authority to grant or deny Access to Public Records Act requests have received training for the upcoming calendar year. Individuals must be certified each calendar year.
2. Any person who has not received training prior to the beginning of the calendar year, but who during the calendar year becomes authorized to grant or deny Access to Public Records Act requests, shall receive training as required under the Access to Public Records Act as soon as practicable, but not less than one (1) month after being authorized to grant or deny Access to Public Records Act requests. Such time may be extended at the discretion of the Department of Attorney General for "good cause." The Chief Administrative Officer must certify to the Attorney General that training has been received when training has been completed.
3. Authorized training must be conducted by the Department of Attorney General. The Department of Attorney General will offer various training programs throughout each calendar year and such training programs will be conducted at various locations throughout the State. Public bodies or governmental entities wishing to schedule training sessions may contact the Department of Attorney General. Public entities wishing to schedule Access to Public Records Act training should make every effort to schedule training sessions to as large a group as practicable. The Department of Attorney General reserves the sole discretion to determine whether and when to schedule a training session.
4. For purposes of these Rules and Regulations the requirement for training may be satisfied by attending an Attorney General training in person or by viewing a recent video of an Access to Public Records Act presentation given by the Department of Attorney General. Any person satisfying the Access to Public Records Act training requirement must certify to the Chief Administrative Officer that he or she viewed the entire Access to Public Records Act presentation, or attended the live training program, and such certification shall be forwarded by the Chief Administrative Officer to the Department of Attorney General.
5. Certification may be e-mailed to agsummit@riag.ri.gov, or mailed to the Department of Attorney General, Attn: Public Records Unit, 150 South Main Street, Providence, Rhode Island 02903. Certification forms are available on the Department of Attorney General Website.

6. The Department of Attorney General may assess a reasonable charge for the certification required by R.I. Gen. Laws § 38-2-3.16, such reasonable charge intended to defray the cost of such training and related materials.