

APPENDIX J

**REQUEST FOR FILE FROM STATE OR MUNICIPAL
GOVERNMENT AGENCY PURSUANT TO THE PUBLIC
ACCESS ACT OF RHODE ISLAND GENERAL LAWS**

REQUESTOR'S NAME AND ADDRESS

MUNICIPAL OR STATE AGENCY REQUESTED

DATE

Gentlemen:

This is a request for municipal and/or state records under the provisions of the Access to Public Act under Rhode Island General Laws §§38-2.1-38.2-15.

I request a copy of any and all records referencing me that are maintained at the _____ including but not limited to documents, reports, memoranda, letters, Emergency Meetings documents including minutes of said meetings, electronic files, database references; "DO NOT FILE" files, "O & C" files, "P & C" files, photographs, audio-tapes & video-tapes, electronic (ELSUR) or photographic surveillance, "June MAIL", mail covers, trash covers and other miscellaneous files; and any index citations relating to me or referencing me ("see also") in other files. Please check all indexes, and interpret this request very broadly.

My full name is: _____
My date of birth is: _____
My place of birth is: _____
My Social Security Number is: _____

I have lived in these places: _____

Other names I have used; or places, events, or organizations or company names under which you may find applicable records:

Other names I have used are: _____

Organizations: _____
Company names: _____

Places and events: _____

R.I. General Laws §§38-2.7 provide that even if some requested material is properly exempt from mandatory disclosure, that requestor be given specific reasons for the denial within ten business days of the request. I request that all segregable portions be released. If the requested material is released with deletions, I ask that each deletion be marked to indicate the exemption(s) being claimed to authorize each particular withholding. In addition, I ask that your agency exercise its discretion to release records which may be technically exempt, but where withholding serves no important public interest.

I hereby agree to pay reasonable costs associate with this request up to a maximum of \$30 (thirty dollars) without my additional approval. However, I strongly request and believe that I am entitled to a fee waiver. This letter and my signature have been certified by a notary public as marked below.

Sincerely,

REQUESTOR'S SIGNATURE

Appearing before me this the _____ day of _____, 200_ is the originator of this document and attesting to its factual basis.

NOTARY PUBLIC SIGNATURE

DATE