

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

NOTARY PUBLIC SIGNATURE

DATE