

EXHIBIT A

Town of Hopkinton, RI
Open Records Request Form under the Access to Public Records Act
For Non-Police Related Records

Date: _____

Name: _____

Address or way to contact you: _____

Requested Records/Information:

Requested Method of Delivery:

Office Use Only

Request Taken By: _____ Date _____ Time _____

Initial response required by: _____

Response provided on: _____

Costs:

Copies _____ Search and Retrieval Fees _____

If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the RI General Laws 38-2-2(4) (i) (A) through (W), the Department reserves the right to claim such exemption.

Thank you.

Town of Hopkinton, RI
Access to Public Records Act Policy

Requests for All Non-Police Related Town Records

Requests for Town public records are to come to the Town Clerk in person at Town Hall, or in writing either by mail: Hopkinton Town Clerk's Office, 1 Town House Road, Hopkinton, RI 02833 or by Email: townclerk@hopkintonri.org. Filling out the form attached hereto as Exhibit A will be helpful to us in processing your request in a timely manner.

Upon receipt of a request, the Town Clerk will consult with the Town Solicitor and a determination will be made as to what department is involved and an appropriate response will be prepared within the time frame allowed by law.

Charges are determined based on the amount of information requested and the time involved in assembling it in excess of 2 hours.

Hard copies of the information will be provided at a cost of \$0.15 per page. Checks are to be made payable to the Town of Hopkinton.

Estimated charges will be provided to the person making the request before any such charges are incurred.

Requests for All Town Police Related Records

Requests for records should be made directly to the Police Department in accordance with the Policy and Form attached hereto as Exhibit B.