

**TOWN OF CUMBERLAND  
45 Broad Street  
Cumberland, RI 02864**

**PUBLIC RECORDS REQUEST FORM  
UNDER THE ACCESS TO PUBLIC RECORDS ACT  
R.I. GEN. LAWS § 38-2-1 ET SEQ.**

Date: \_\_\_\_\_ Request Number: \_\_\_\_\_

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

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

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

Telephone (optional) \_\_\_\_\_

**Requested Records:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**OFFICE USE ONLY:**

Request taken by: \_\_\_\_\_ Request Number: \_\_\_\_\_

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

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

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

Costs: Copies \$ \_\_\_\_\_ Search and retrieval \$ \_\_\_\_\_

***Forward this Document to the Public Records Officer***

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**Town of Cumberland – Public Records Request Receipt**

If you desire to pick up the records, they will be available on \_\_\_\_\_ at the office of the Town Clerk. If, after review of your request, the Town of Cumberland determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2-2(4)(A) through (Y), the Town of Cumberland reserves its right to claim such exemption.

Please be advised that the Town of Cumberland cannot require that a records request be on the Town of Cumberland's form or otherwise be written, if the request is readily identifiable as a public records request. This form is provided solely for your convenience.

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