



REQUEST FOR PUBLIC RECORDS
CITY OF WHIGHAM

Name of Requester: _____ Date: _____

Address: _____

Telephone Number: _____ E-Mail: _____

Detailed Description of your Request:

The city will charge \$0.10 per page for copies. After the first 15 minutes, an administrative charge for the search, retrieval, and any other direct cost, at the rate of the lowest paid City employee capable of providing the requested information, will be applied. The city has **THREE** business days to respond to your request.

§ 50-18-71(b) (1) (A) Agencies shall produce for inspection all records responsive to a request within a reasonable amount of time not to exceed three business days of receipt of a request; provided, however, that nothing in this chapter shall require agencies to produce records in response to a request if such records did not exist at the time of the request. In those instances where some, but not all, records are available within three business days, an agency shall make available within that period those records that can be located and produced. In any instance where records are unavailable within three business days of receipt of the request, and responsive records exist, the agency shall, within such time period, provide the requester with a description of such records and a timeline for when the records will be available for inspection or copying and provide the responsive records or access thereto as soon as practicable.

§ 50-18-71(c) (1) An agency may impose a reasonable charge for the search, retrieval, redaction, and production or copying costs for the production of records pursuant to this article. An agency shall utilize the most economical means reasonably calculated to identify and produce responsive, nonexcluded documents. Where fees for certified copies or other copies or records are specifically authorized or otherwise prescribed by law, such specific fee shall apply when certified copies or other records to which a specific fee may apply are sought. In all other instances, the charge for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour.

Requestor Signature: _____ Date: _____

Staff Use Only

Total Pages: _____ x \$0.10 = _____ Staff Minutes: (1st 15 @ no charge) = _____

Date Requestor contacted: _____ Contacted By: _____ Completed By: _____