

“Requests for public records must be made in writing, addressed to the Our Public Records Officer, Chief of the Department, Potterville Volunteer Fire Department, 953 Tunk Hill Road, Foster, RI 02825. There is no form required to request public records, but the request must be in writing and it should be related to specific documents that this department would have in its possession. Please also provide your contact information, including your physical address, email address and phone number, and the preferred method of contact. “It is our policy, as allowed by law, to charge \$0.15 per page for copies of documents, and to charge \$15.00 per hour for retrieval, compilation, and copying time. The first hour of time is free. An estimate of costs will be provided, and documents shall not be released/delivered until payment has been received. For further information on access to public records, please refer to Rhode Island General Laws Chapter 38-2.”