



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

FIRE SAFETY CODE
BOARD OF APPEAL AND REVIEW
12 Halligan Road
Mathias Building # 56
Cranston, RI 02920

Office (401) 462-0940
FAX (401) 462-0941
711 (TTY)

PUBLIC RECORDS REQUEST FORM

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

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

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

City/Town, State, Zip Code (optional): \_\_\_\_\_

Telephone Number (optional): \_\_\_\_\_

Records Requested: \_\_\_\_\_

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

If these records are not readily available at the time of your request, please advise whether you would like to:

- Pick up the records
Records to be sent by regular mail
Records to be faxed to: \_\_\_\_\_

For Office Use Only

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Records Available On: \_\_\_\_\_

Records Provided: Yes No In Part

Date response provided if any exemptions are claimed: \_\_\_\_\_

Cost for Records: Copies \$ Search & Retrieval \$

If you desire to pick up the records, they are expected to be available on the date listed above at the Board of Appeal & Review headquarters. If after review of your request it is determined that the requested records are exempt from disclosure for a reason set forth in RIGL § 38-2-2(4)(A) through (AA), the Board reserves its rights to claim such exemptions.

NOTE: If you choose to pick up the records but did not include any identifying information on this form, please inform the staff of the date that you made the request; the nature of the records requested and request number.