

TOWN OF MIDDLETOWN  
PUBLIC RECORDS REQUEST GUIDELINES AND FORM

Pursuant to Rhode Island General Law (R.I.G.L.) 38-2-3(d), the Town of Middletown has instituted the following procedure in compliance with the Access to Public Records to assist you in obtaining public records:

1. A request to inspect and/or copy public records of the Town of Middletown may be presented orally or in writing to the Public Records Officer of each Department as listed below:
  - a. Town Administrator Shawn Brown, (401) 849-2898, [sbrown@middletownri.com](mailto:sbrown@middletownri.com)
  - b. Town Clerk Wendy J.W. Marshall, (401) 847-0009, [wmarshall@middletownri.com](mailto:wmarshall@middletownri.com)
  - c. Finance Director Lynne Dible, (401) 846-4478, [ldible@middletownri.com](mailto:ldible@middletownri.com)
  - d. Tax Assessor George Durgin, (401) 847-7300, [gdurgin@middletownri.com](mailto:gdurgin@middletownri.com)
  - e. Building Official Jack Kane, (401) 847-5769, [jkane@middletownri.com](mailto:jkane@middletownri.com)
  - f. Town Planner Ronald Wolanski, (401) 849-4027, [rwolanski@middletownri.com](mailto:rwolanski@middletownri.com)
  - g. IT Director Matthew Wainwright, (401) 847-3830, [mwainwright@middletownri.com](mailto:mwainwright@middletownri.com)
  - h. Parks and Beaches, Will Cronin, (401) 824-6136, [wcronin@middletownri.com](mailto:wcronin@middletownri.com)
  - i. Department of Public Works Director Thomas O'Loughlin, (401) 846-2119, [toloughlin@middletownri.com](mailto:toloughlin@middletownri.com)
  - j. Fire Department Chief Ron Doire, 846-7888, [rdoire@middletownri.com](mailto:rdoire@middletownri.com)
  - k. Police Department Lt. Ferenc Karoly, 842-6500 ext. 7018, [fkaroly@middletownri.com](mailto:fkaroly@middletownri.com)
  - l. Senior Center Director Arleen Kaull, 849-8823, [akaull@middletownri.com](mailto:akaull@middletownri.com)
  - m. Public Library Director Theresa Coish, 846-1573, [tcoish@middletownri.com](mailto:tcoish@middletownri.com)
2. The regular business hours of the Town Hall are 8:00 a.m. to 4:00 p.m. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form attached to these guidelines. Additional copies of the Public Records Request guidelines and form are available in each department listed above or on our website at [www.middletownri.com](http://www.middletownri.com).
3. Although not required, in order to ensure compliance with the Access to Public Records Act and in order to provide you with the public records in the most efficient manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records or documents prepared for or readily available to the public.
4. The Town Department from which you request public records may ask you the reason for your request as part of its regular course of business. However, you

are not required to provide personal identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.

5. Vital Records are not public information.
6. All public records readily available may be searched by the individual.
7. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) days for "good cause" [RIGL 38-2-3(e)]. In such an instance, a response will be provided within thirty (30) days of receipt of request. We appreciate your understanding and patience.
8. If, after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the Town reserves its right to claim such exemption.
9. In accordance with R.I.G.L. 38-2-4, the Town may charge a fee of fifteen cents (\$0.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for the purpose of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Middletown shall be considered one (1) request.
10. The Town of Middletown is not obligated to produce for inspection or for copying any records that are not in the possession of the Town of Middletown. Moreover, the Town of Middletown is not required to reorganize, consolidate, or compile data that is not maintained by the Town in the form requested.
11. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.
12. The Town of Middletown is committed to providing you with public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

Town of Middletown, Rhode Island  
PUBLIC RECORDS REQUEST

For questions related to a request for public records, please contact the Town Clerk's office at (401) 847-0009 or at [wmarshall@middletownri.com](mailto:wmarshall@middletownri.com).

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

Department Requested from: \_\_\_\_\_

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

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

Phone (optional): \_\_\_\_\_

Email address: \_\_\_\_\_

Requested Records (please be specific):

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost:

- a. Standard photocopies of public documents: \$0.15 per page (R.I.G.L., Access to Public Records Act, Sec. 38-2-1. et seq., 38-2-4)
- b. Search and retrieval of documents: \$15.00 per hour with no cost charged for the first hour
- c. Land Evidence Documents and Probate Records: \$1.50 per page (R.I. G. L. 34-13-9)

Please note: vital statistics are not public records.

I declare that while inspecting original documents of the Town of Middletown, I will not remove, damage or in any way alter any original documents temporarily in my possession.

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

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Office Use Only:

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ Received By: \_\_\_\_\_

# of pages requested: \_\_\_\_\_ Fee Charged: \_\_\_\_\_