

Chapter 54

PUBLIC RECORDS*

* **Cross References:** Administration, ch. 2.
State Law References: Public access, G.L. 1956, § 38-2-2 et seq.

Sec. 54-1. Location of public records; index.

Sec. 54-2. Requests for examination of records in active use or in storage.

Sec. 54-1. Location of public records; index.

(a) Each public agency shall keep and maintain all public records in its regular office or place of business in an accessible place, and, if there is no such office or place of business, the public records pertaining to such public agency shall be kept in the office of the city clerk.

(b) The city clerk shall maintain an index of all public records with regard to type, location, system of storage, and procedure for inspection.

(Code 1971, § 2-23)

Sec. 54-2. Requests for examination of records in active use or in storage.

If any record is in active use or in storage, and therefore not available at the time a person requests access, the custodian shall so inform the person and make an appointment for said citizen to examine such records as expediently as they may be made available.

(Code 1971, § 2-24)