

POLICIES AND PROCEDURES FOR THE REQUEST OF RECORDS
MAINTAINED BY THE DEPARTMENT OF ADMINISTRATION

Requests to inspect or copy records of public bodies are governed by the provisions of Rhode Island General Laws 38-2-1 *et seq.*, entitled "Access to Public Records".

Among the pertinent and applicable sections of the Access to Public Records Act are RIGL Sections 38-2-2 ("Definitions"), 38-2-3 (Procedures for access"), 38-2-4 ("Cost") and 38-2-7 ("Denial of access"). The Access to Public Records Act is contained in Volume 6A of the General Laws of Rhode Island and is available for review at public libraries or on-line at <http://www.rilin.state.ri.us/Statutes/TITLE38/38-2/INDEX.HTM>.

As stated in RIGL Section 38-2-3 (c), a written request for public information need not be submitted for records available pursuant to RIGL Section 42-35-2 or for those documents that are prepared for or readily available to the public. Such documents that are maintained by the Department of Administration are available for inspection and may be reviewed at the Department on weekdays between the hours of 9:00 AM and 3:30 PM. If you have any questions about the availability of these documents, you should contact the office within the Department where the documents are maintained. For a copy of documents that are readily available to the public, there is no charge.

For those Department records that have not been prepared for or are readily available to the public, the Requestor should submit a written request. A copy of the Department's Records Request Form may be obtained at the Department's website at www.admin.ri.gov. The Requestor should complete the form and submit it to the office that is responsible for maintaining those records. Alternatively, the completed and signed request form should be mailed or faxed to the Department's Division of Legal Services at One Capitol Hill, Providence, Rhode Island 02908. The Division's fax number is 222-8244.

After the Department makes a determination whether a request seeks public records that may properly be disclosed, the Requestor will be notified. After the Department determines whether there is any fee for the requested records, as described in RIGL Section 38-2-4, the Requestor will be provided an estimate for any copying or retrieval charge(s). After the requested payment for any copying or retrieval charge(s) has been received, copies of records that may be properly released will be sent by mail, unless alternate arrangements for delivery have been made.

In the event that a Requestor wishes to inspect these public records, the Office responsible for maintenance of public records will contact you and arrange a time for inspection of the records at offices of the Department.

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