



## **CITY OF PROVIDENCE**

Angel Taveras, Mayor

### **PROCEDURE FOR OBTAINING RECORDS**

Pursuant to Rhode Island General Law 38-2-3(d) the City of Providence hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Providence may be presented orally or in writing to the Public Records Unit at 444 Westminster Street, Suite 220, Providence, RI 02903, by facsimile at (401) 680-5520, or by telephone at (401) 680-5333 during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday).
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instances, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City 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 City reserves its right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.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 advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Providence shall be considered one (1) request.
6. The City of Providence is not obligated to produce for inspection or copying of records that are not in the possession of the City of Providence. Moreover, the City of Providence is not required to reorganize, consolidate, or compile data that is not maintained by the City of Providence in the form requested.

The City of Providence is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.



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### REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

In order to document the City of Providence's compliance with the Access to Public Records Act, please complete this form and forward to the Public Records Unit at 444 Westminster Street, Suite 220, Providence, RI 02903. For questions related to a request for records, please call: (401) 680-5333.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

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

Contact Information (please provide at least one of the following):

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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

\_\_\_\_\_  
Signature