The Office of the Attorney General adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, et. seq., and has instituted the following procedures for the public to obtain public records.

1. To reach us by telephone please call (401) 274-4400 and ask to be connected to the Open Government Unit. Requests for records must be mailed to the Open Government Unit, which is the Unit within the Office of the Attorney General designated to handle these matters, except as provided in paragraph 4. The mailing address is: Office of the Attorney General, ATTN: Open Government Unit, 150 South Main Street, Providence, RI 02903. Requests may also be hand delivered to the Office of the Attorney General at the reception desk (150 South Main Street) and addressed to the Open Government Unit or requests may be emailed to aprarequest@riag.ri.gov.

2. The regular business hours of the Office are 8:30 a.m. to 4:30 p.m. If you come in after regular business hours, please complete the Public Records Request Form at the front desk and it will be given to the Unit the following day.

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

4. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located at the front desk, or on our website, www.riag.ri.gov or otherwise submit your request in writing. If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact an attorney in the Open Government Unit to make your request.

5. You may also obtain a copy of the Attorney General’s Guide to Open Government, which can be found at: http://www.riag.ri.gov (then proceed to the link entitled “Open Government”).

6. 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) business days for “good cause.” We appreciate your understanding and patience.

7. 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. You may also file a lawsuit in Superior Court.

8. The Office of the Attorney General is committed to providing you with public records in an expeditious and courteous manner.
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date ____________ Request Number ____________

Name (optional) ________________________________________________________________

Address (optional) ______________________________________________________________
_____________________________________________________________________________

Telephone (optional) ____________________________________________________________

Requested Records: ______________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

OFFICE USE ONLY

Request taken by: ______________ Request Number __________

Date: _____________ Time: __________

Records to be available on: _________ Mail _________ Pick Up _________

Records provided: _________

Costs: _________ copies _________ search and retrieval

Forward this Document to the Open Government Unit

Office of the Attorney General - Public Records Request Receipt

If you desire to pick up the records, they will be available on ______________ at the front
desk. If, after review of your request, the Office determines that the requested records are
exempt from disclosure for a reason set forth in the Access to Public Records Act, the Office
reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this
form (name, etc.), please inform the receptionist at the front desk of the date you made the
request, records requested and request number.

Thank you.