

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL PROCEDURE</p>	<p><i>Requests for Public Records</i></p>	<p>EFFECTIVE DATE: 2016/11/17¹</p>
<p>RESPONSIBLE OFFICES: Controller; Institutional Research and Planning</p>	<p>POLICY OWNERS: <i>Controller; Director, Institutional Research and Planning</i></p>	<p>REVISION HISTORY: <i>procedure initially established 2013/05/17</i></p>

Rhode Island College complies with the [Access to Public Records Act](#) (APRA), R.I. Gen. Laws § 38-2-1, *et. seq.*, and has instituted the following procedures for obtaining public records:

- A. Rhode Island College is committed to providing expeditious and courteous service to all requests for public records. The two offices charged with processing requests to inspect and/or obtain public records at Rhode Island College are the Controller’s Office and the Office of Institutional Research & Planning. Assignment of requests is dependent on the subject matter of the inquiry.
- B. In order to provide public records in the most expeditious manner, requestors are asked to complete the college’s *Public Records Request Form*. Several items on the request form are optional. Requestors are not required to identify themselves or provide a reason for the request. Leaving these lines blank will not in any way affect the status of the request. However, appropriate contact information is necessary in the event that the requestor seeks to have the requested records conveyed by email, fax, or surface mail.
- C. Requests for public records may be sent by email to apra@ric.edu. They may also be sent via fax at (401) 456-8209 or sent via surface mail. If the documents requested are **financial** in nature, they should be mailed to the following address: “*Public Records Request, ATTN: Controller, Rhode Island College, Providence, RI 02908*”. Requests for non-financial documents should be mailed to “*Public Records Request, ATTN: Director of Institutional Research & Planning, Rhode Island College, Providence, RI 02908*.” Requests may also be hand delivered to either the Controller’s Office (Roberts 100) or the Office of Institutional Research & Planning (Roberts 400), as appropriate, during normal business hours (8:30 a.m. to 4:30 p.m., Monday-Friday). Forms are available on the [college policy website](#) as well.
- D. Pursuant to [R.I.Gen.Law § 38-2-4](#), Rhode Island College **may charge a fee of \$.15 per page and an hourly rate of \$15.00 per hour for time spent searching and copying**. However, no fee will be charged the first hour of a search or retrieval. For copies on paper other than 8 ½ x 11" or 8½ x 14", or copies made available on media different than that on which the information is stored, the requestor will be charged at the actual production and/or reproduction cost. After the college determines the fee for the requested records, the requestor will be provided with an estimate of the cost. Copies of records that may be lawfully released will be made available after payment has been received.
- E. There are times when the public records being requested are not immediately available. Under normal circumstances, APRA allows a public agency ten (10) business days to respond. However, the law permits the agency an additional twenty (20) business days if it can demonstrate the need for additional time to comply with the request. In such exceptional cases, patience and understanding is greatly appreciated.
- F. Any records request that is denied may be appealed to the President of Rhode Island College. The [law](#) also provides that requestor may file a complaint with the Attorney General or pursue a lawsuit in Superior Court.

¹ Jurisdiction of Controller’s Office is added for financial-based inquiries; dedicated APRA mailbox established.