

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL PROCEDURE</p>	<p><i>Requests for Public Records</i></p>	<p>EFFECTIVE DATE: 2013/05/17</p>
<p>RESPONSIBLE OFFICES: <i>Office of Institutional Research and Planning; Office of the Controller</i></p>	<p>POLICY OWNERS: <i>Director, Institutional Research and Planning; Controller</i></p>	<p>REVISION HISTORY: <i>Revised 2016/11 to add Controller responsibility for financial records</i></p>

Rhode Island College complies with the [Access to Public Records Act](#), 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 contact for requests to inspect and/or obtain public records at Rhode Island College is the Director of Institutional Research & Planning.
- 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 or the Office of Institutional Research & Planning (depending on the type of document sought) in Roberts Hall during normal business hours (8:30 a.m. to 4:30 p.m., Monday-Friday). Forms are available on the college 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, the Access to Public Records Act 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.