

**CITY OF PAWTUCKET
PUBLIC RECORDS REQUEST PROCEDURE**

The City of Pawtucket has adopted the following procedure in order to assist you in requesting and obtaining public records pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2-1, et seq.).

1. A request to inspect and/or copy public records of the City of Pawtucket may be presented orally or in writing to the Law Department located at Pawtucket City Hall, Room 209, 137 Roosevelt Avenue, Pawtucket, Rhode Island 02860 during normal business hours (8:30 a.m. to 4:30 p.m. – Monday through Friday). In order to make a public records request orally or by e-mail or facsimile, please contact the Law Department at 728-0500 ext. 308. The public records officer is City Solicitor, Frank J. Milos, Jr., Esq.
2. Although not required, in order to ensure that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the City's Public Records Request Form, or otherwise provide a written request for records that clearly identifies the records you seek. A written form is not requested if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. There are times when the public records you seek are not available at the time of your request. 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.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the City reserves its right to claim such exemption.
5. 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 be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days shall be considered one (1) request.
6. The City of Pawtucket is not obligated to produce for inspection or copying records that are not in the possession of the City of Pawtucket. Moreover, the City of Pawtucket is not required to reorganize, consolidate, or compile data that is not maintained by the City of Pawtucket in the form requested.

Additional copies of these Guidelines and the request form are available on the City of Pawtucket website at <http://pawtucketri.com/departments/law/>.

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



**OFFICE OF THE CITY SOLICITOR
PUBLIC RECORDS REQUEST FORM**

In order to facilitate a prompt and accurate response to your request, we encourage you to fill out the following:

Date: ____/____/____

Name: _____

Address (optional): _____

Phone number (optional): _____

E-mail address (optional): _____

Requested Records: _____

OFFICE USE ONLY:

Request taken by: _____ Date: _____

Forward this document to the Law Department

Pursuant to R.I. Gen. Laws § 38-2-4, the City reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free of charge.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws §38-2-2(4)(i)(A) through (Y), this office reserves its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the City reserves to right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-7 (b).

Note: If you choose to pick up the records but did not include contact information (phone, number, address, e-mail address, etc.), please contact Frank J. Milos, Jr., Esq., 728-0500 ext. 308 in order to establish a method of delivering the records to you.