

## CITY OF PAWTUCKET – PUBLIC RECORDS REQUEST GUIDELINES

The City of Pawtucket has adopted the following procedures for the public to request and obtain public records pursuant to the Access to Public Records Act (“APRA”) (R.I. Gen. Laws §38-2-1, et. seq.).

1. Requests for records must be mailed to the Law Department, which is the Department designated to handle these matters, except as provided in paragraph 4. The mailing address is: Pawtucket City Hall, Room 209, 137 Roosevelt Avenue, Pawtucket, RI 02860. Requests may also be hand delivered to the Law Department or requests may be emailed to [Fmilos@pawtucketri.com](mailto:Fmilos@pawtucketri.com). To reach us by telephone please call (401) 728-0500 ext. 308, however, verbal requests for records will not be accepted.
2. The Law Department’s regular business hours are 8:30 a.m. to 4:30 p.m., Monday to Friday. If you email a request after business hours, the request will be deemed received on the next business day.
3. You are not required to provide identification or the reason you seek records, 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, we ask that you complete the Public Records Request Form located on the City’s website, <http://www.pawtucketri.com/city-solicitor/public-records> or otherwise submit your request in writing. A written 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.
5. Please be advised that the APRA 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.
6. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in the APRA, the City reserves the right to claim such exemption.
7. 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 the search and/or retrieval of records. 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.
8. The City of Pawtucket is not obligated to produce for inspection or copying records that are not in the possession of the City. The City is also not required to reorganize, consolidate, or compile data that is not maintained by the City in the form requested.
9. Additional copies of these Guidelines and the request form are available on the City’s website at <http://www.pawtucketri.com/city-solicitor/public-records>.
10. The City of Pawtucket is committed to providing you with public records in an expeditious and courteous manner. However, if you feel that you have been denied access to public records, you have the right to file a review petition with the Mayor’s office or the Department of the Attorney General. You may also file a lawsuit in Superior Court.



**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: (optional): \_\_\_\_\_

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***

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Pursuant to R.I. Gen. Laws § 38-2-4, the City reserves the right to charge \$.15 per copy and \$15.00 per 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 the Access to Public Records Act, this office reserves its right to claim such exemption.

If, after review of your request, this office determines that good cause exists, the City reserves to right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-3(e) and § 38-2-7(b).

Note: If you choose not to include contact information (telephone number, mailing address, e-mail address, etc.), please contact the Law Department, 728-0500 ext. 234, in order to establish a method of delivering the records to you.