

## 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 in writing, unless otherwise stated in the APRA, and sent to the Law Department, which is the Department within Pawtucket City Hall designated to respond to requests. APRA requests may be submitted as follows:

Email to: [aprarequest@pawtucketri.gov](mailto:aprarequest@pawtucketri.gov).

Mail to: Pawtucket City Hall, Law Department, 137 Roosevelt Avenue, Pawtucket, RI 02860.

Hand-deliver: Law Department (Room 209) during business hours.

The regular business hours of the Law Department are 8:30 a.m. to 4:30 p.m. If you email your request after regular business hours, your request will be deemed received on the next business day. To reach the Law Department by telephone, please call (401) 728-0500 (ext. 234). Please be advised that verbal requests for records will not be accepted.

2. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the APRA Request Form located on the City’s website, <http://www.pawtucketri.gov> or otherwise submit your request in writing. You are not required to use the City’s request form. You are also not required to provide the reason you seek the records.
3. 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. These times may be tolled pending a request for prepayment or clarification. 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 APRA, the City reserves the 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 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.
6. 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.
7. Additional copies of these Guidelines and the request form are available on the City’s website at <http://www.pawtucketri.gov>.
8. 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 file a complaint with the Department of the Attorney General. You may also file a lawsuit in Superior Court.