

COMMUNITY COLLEGE OF RHODE ISLAND

OFFICIAL PUBLIC RECORDS REQUEST FORM

Pursuant to the *Access to Public Records Act*, R. I. G. L. §§ 38-2-1 et seq

Request to Inspect Records: _____ Request to Obtain Copies: _____

This Request Form must be completed, signed, and returned to Michelle O'Brien, CCRI Human Resources Office, 400 East Avenue, Warwick, RI 02886. The **Policies and Procedures for the Request of Records** are attached to this form.

Name of Requestor: _____

Name of Business: _____

Street Address: _____

City, State, & Zip Code: _____

Telephone No: _____ Fax: _____

E-Mail Address: _____

Description of records requested. Attach a separate sheet with this form if more space is necessary.

If, after review of your request, the College determines that the requested records are exempt from disclosure under the *Access to Public Records Act*, or other legal authority, the College reserves its right to claim applicable exemption(s). After the College determines whether there is any fee for the requested records, as provided in the *Act*, the Requestor will be provided with an estimate for copying and/or retrieval charge(s). After payment has been received by the College, copies of records that may be properly released will be provided to the Requestor. If the Requestor wishes to inspect the public records, the College will contact you to arrange a time for inspection in a designated CCRI office.

Signature of Requestor: _____

Printed Name: _____

Date: _____

Policies and Procedures for the Request of Public Records at CCRI

The Community College of Rhode Island (CCRI) recognizes the public's right to access public records as well as the individual's right to dignity and privacy. In order to facilitate public access to public records, CCRI has developed a standard written request form which is available at the Office for Human Resources, on the HR website, or may be obtained by emailing mobrien@ccri.edu or calling 825-2311.

Requests to inspect or copy those records which are "public records" at CCRI are governed by the *Access to Public Records Act*, R.I.G.L. §§ 38-2-1 et seq. The *Act* contains definitions of what is and what is not a "public record;" identifies which costs of retrieval may be reimbursed; and provides an appeals procedure after a request has been denied.

If, after review of a request, the College determines that the requested records are exempt from disclosure under the *Access to Public Records Act*, or other legal authority, the College reserves its right to claim applicable exemption(s). After the College determines whether there is any fee for the requested records, as provided in the *Act*, the Requestor will be provided with an estimate for copying and/or retrieval charge(s). After payment has been received by the College, copies of records that may be properly released will be provided to the Requestor. If the Requestor wishes to inspect the public records, the College will notify the Requestor of what arrangements may be made to inspect records in a designated CCRI office.