



CITY OF EAST PROVIDENCE PUBLIC RECORDS REQUEST GUIDELINES

The City of East Providence has instituted the following procedure to help you obtain public records.

1. To reach us by telephone, please call the City Clerk's Office at (401) 435-7590.
2. The regular business hours of East Providence City Hall are 8:00 a.m. to 4:00 p.m.
3. The City may ask you the reason for your request as its regular course of business. However, you are not required to provide identification or the reason you seek the information, 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.
5. 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.
6. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.
7. The City of East Providence is committed to providing you with public records in an expeditious and courteous manner.



**CITY OF EAST PROVIDENCE
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone Number _____

Requested Records _____

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OFFICE USE ONLY

Request taken by _____ Request Number _____

Date _____ Time _____

Records to be available on _____ Mail _____ Pickup _____

Records provided _____

Costs: _____ copies _____ search and retrieval

City of East Providence – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I. General Laws § 38-2-2(4)(i)(A) through (Y), the City reserves its right to claim such exemption.

Note: If you chose to pick up the records but did not include identifying information on this form (name, etc.), please provide the date you made the request, the records requested and request number.