



Office of the General Treasurer

Access to Public Records

Written Procedures

September 1, 2012

In accordance with Rhode Island General Laws (RIGL) §38-2-3(d), the Office of the General Treasurer has established the following procedures regarding access to public records.

I. Designated Public Records Officer

The designated public records officer for the Office of the General Treasurer is:

Legal Counsel
Office of the General Treasurer
State House Room 102
82 Smith Street
Providence, RI 02903
(401) 222-2397 (t)
(401) 222-6140 (f)
apra@treasury.ri.gov

II. Public Records Requests

- A. If you wish to make a public records request, please follow the instructions below:
1. For all non media requests, please hand deliver, mail, email, or fax a written request to the attention of the designated public records officer. The contact information for the designated public records officer is listed above.
 2. For all media requests, please contact the media relations person at the Office of the General Treasurer at (401) 222-2397.
 3. A written request is not required for information available pursuant to RIGL §42-35-2 (Administrative Procedures Act) or other documents prepared for or readily available to the public.
- B. The following instructions are recommended by the Office of the General Treasurer:
1. 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 in our office and on our website at <http://www.treasury.ri.gov/>.

2. In lieu of completing the form, please provide your name and contact information in order to clarify any questions or concerns that may arise pertaining to your request.
3. To the greatest extent possible, clearly describe and numerically itemize each requested document or item.
4. Please provide the office with instructions pertaining to the method you would prefer to receive the information. For example, write whether you would prefer to have the requested materials mailed or emailed to you.

III. Additional Information

- A. We may ask you the reason for your request. However, you are not required to provide your identification or the reasons you seek the information. Your right to access public records will not depend upon providing identification or reasons.
- B. The Rhode Island Access to Public Records Act (APRA) is codified in Chapter 2 of Title 38 of the Rhode Island General Laws (RIGL). Please visit the following link to review the law: <http://www.rilin.state.ri.us/Statutes/TITLE38/38-2/INDEX.HTM>.
- C. Please be advised that the Access to Public Records Act permits a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause".
- D. The Office of the General Treasurer reserves the right to charge for the cost of copying and/or search and retrieval of records. Before assessing any costs, the office will notify you of the anticipated costs. The cost per copied page of written documents provided shall not exceed fifteen cents (\$0.15) per page. Hourly costs for search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.
- E. If you feel that you have been denied access to public records, you have the right to file an appeal to the General Counsel of the Office of the General Treasurer. If you are still not satisfied, you have the right to file a complaint with the Attorney General or file suit in Superior Court.
- F. A copy of the Attorney General's Guide to Open Government can be found at <http://www.riag.ri.gov/civil/opengovernment>.

G. The Office of the General Treasurer's website and the Employees' Retirement System of Rhode Island's (ERSRI) website are great resources to access public information. Please do not hesitate to call the offices for assistance navigating through the websites. The links to the websites and the office numbers are as follows:

Treasury: <http://www.treasury.ri.gov/> (401) 222-2397

ERSRI: <https://www.ersri.org/> (401) 462-7600