



# ATTORNEY GENERAL PETER F. NERONHA

## PUBLIC RECORDS REQUEST GUIDELINES *OPEN GOVERNMENT UNIT*

The Office of Attorney General is committed to ensuring open and transparent access to our records. Consistent with the Access to Public Records Act (“APRA”), R.I. Gen. Laws § 38-2-1, *et. seq.*, and to facilitate access in an expeditious and courteous manner, the Office of Attorney General has instituted the following procedures for the public to obtain public records maintained by this Office.

1. Requests for records must be made in writing, except as provided in paragraph 3, and sent to the Open Government Unit, which is the Unit within the Office of Attorney General designated to respond to requests. APRA Requests may be submitted in any of the following manners:
  - Mailed to: Office of Attorney General, Attn: Open Government Unit, 150 South Main Street, Providence, Rhode Island 02903.
  - Hand-delivered during business hours to the Office of Attorney General at the reception desk (150 South Main Street Providence, Rhode Island 02903) and addressed to the Open Government Unit. The regular business hours of the Office are 8:30 a.m. to 4:30 p.m.
  - Emailed to: [opengovernment@riag.ri.gov](mailto:opengovernment@riag.ri.gov).
2. A request form is appended for your convenience and is also available on our website: [www.riag.ri.gov](http://www.riag.ri.gov). You are not required to use our request form, to provide identifying information, or to provide the reason you seek the records. If you do not provide any identifying or contact information, a response to your request will be available no later than 10 business days following your request at the reception desk (150 South Main Street) during normal business hours (8:30 a.m. to 4:30 p.m.).
3. If pursuant to the APRA, you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact an attorney in the Open Government Unit to make your request.
4. 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.” These times may be tolled pending a request for prepayment or clarification. We appreciate your understanding and patience.
5. 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. Any withholding or redaction of records constitutes a denial, as does a response from our Office that we do not maintain any records responsive to your request. You may submit a review petition in the same manner as your original request. You may also file a lawsuit in Superior Court.
6. If you have any questions regarding submitting an APRA request, you may email: [opengovernment@riag.ri.gov](mailto:opengovernment@riag.ri.gov) or contact us at (401) 274-4400 and ask to be connected to the Open Government Unit. Additional materials regarding the APRA can be found at: <http://www.riag.ri.gov> (then proceed to the “Open Government Unit” page).



**ATTORNEY GENERAL**  
**PETER F. NERONHA**

**ACCESS TO PUBLIC RECORDS ACT**  
**REQUEST FORM**

Date \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_

\_\_\_\_\_

Telephone (optional) \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

Requested Records: \_\_\_\_\_

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Preferred Format of Response \_\_\_\_\_

***Forward this Document to the Open Government Unit***

Note: You are not required to provide identifying information or the reason you seek the records. If you do not provide any identifying or contact information, a response to your request will be available no later than 10 business days following your request at the reception desk (150 South Main Street) during normal business hours (8:30 a.m. to 4:30 p.m.).