



# Office of the Auditor General

State of Rhode Island and Providence Plantations - General Assembly

**Dennis E. Hoyle, CPA - Auditor General**

[oag.ri.gov](http://oag.ri.gov)

86 Weybosset Street • Providence, RI • 02903-2800  
tel: 401.222.2435 • fax: 401.222.2111

## ACCESS TO PUBLIC RECORDS: PROCEDURE

Rhode Island General Law 38-2-3(d) requires all state agencies to establish written procedures regarding access to public records in the custody of the agency.

In accordance with Rhode Island General Law 38-2-3(d), and regulations promulgated by the Rhode Island Department of Attorney General, the following procedures shall apply to all requests for records in the custody of the Office of the Auditor General:

1. Requests for public records may be made as follows:
  - *telephone* - please call 401 222-2435 and ask to be connected to the Office Manager or Auditor General.
  - *email* - email to [ag@oag.ri.gov](mailto:ag@oag.ri.gov), and direct to the attention of the Office Manager or Auditor General
  - *mail* – send to: Office of the Auditor General  
86 Weybosset Street  
Providence, RI 02903
  - *in person* - requests may also be hand delivered to the Office of the Auditor General at the reception desk (86 Weybosset Street). The regular business hours of the Office are 8:30 a.m. to 4:00 p.m
2. Although no specific form or format is required, requests shall provide a description of the record that is sufficient to identify the record sought. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the *Public Records Request Form*, or on our website, [www.oag.ri.gov](http://www.oag.ri.gov) or otherwise submit your request in writing.
3. All requests shall be reviewed by the Auditor General, or agency personnel who have been designated by the Auditor General pursuant to Rhode Island General Law 38-2-3.16 to grant or deny access to agency records.
4. 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.
5. 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. You may also file a lawsuit in Superior Court.
7. Inquiry on the status of a records request can be made either in writing to at the above address, by email, or by calling the Office Manager or Auditor General at 401.222.2435.



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## PUBLIC RECORDS REQUEST FORM

### UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preference for delivery of requested public records

Mail \_\_\_\_\_ Pick Up \_\_\_\_\_ Email \_\_\_\_\_

#### OAG USE ONLY

Request Number \_\_\_\_\_

Date and time request received: \_\_\_\_\_

Records to be available on: \_\_\_\_\_

Records provided via: Mail \_\_\_\_\_ Pick Up \_\_\_\_\_ Email \_\_\_\_\_

Date records provided: \_\_\_\_\_

Costs (if any): \_\_\_\_\_ copies \_\_\_\_\_ search and retrieval