



RIEDC

Rhode Island
Economic Development Corporation

**Rhode Island Economic Development Corporation
Policies and Procedures for
Requests for Access to Public Records**

*Effective September 1, 2012
(Amended May 22, 2013)*

The Rhode Island Economic Development Corporation (“RIEDC” or the “Agency”) adheres to the Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, *et. seq.*, (“APRA” or the “Act”) and has instituted the following policies and procedures for the public to obtain public records maintained or held by the RIEDC.

Disclosure of Records

1. The RIEDC is committed to providing the public with access to public records in an expeditious and courteous manner.
2. It is the RIEDC’s policy that all records maintained or held by the Agency are to be made available for public inspection and/or copying unless exempted by state or federal law, regulation, rule of court, or unless otherwise ordered by a court of competent jurisdiction.
3. Pursuant to R.I.G.L. § 38-2-13, all records initially deemed to be public records which any person may inspect and/or copy will continue to be considered public records whether or not subsequent court action or investigations are held pertaining to the matters contained in the records.
4. The RIEDC is not required to reorganize, consolidate, or compile data not maintained by the Agency in the form requested at the time of the request, except to the extent that such records are in electronic format and the RIEDC would not be unduly burdened by providing such data.
5. The RIEDC is not obligated to interpret or otherwise describe or comment on the information provided.
6. In the event that the RIEDC determines that the requested records are exempt from disclosure for a reason set forth in the Act, the RIEDC shall provide to the requesting party the reasons for the denial of the request as well as the procedure for appealing the denial.
7. If the RIEDC receives a request for records that do not exist or are not within its custody or control, the Agency will in responding to the request state that it does not have the requested records.

Procedures for Requesting Public Records

1. The RIEDC has published a form that may be used to make a request for public records. The form can be obtained online at <http://www.riedc.com/access-to-public-records> or at the agency's front desk at 315 Iron Horse Way, Providence, RI 02908.

2. All requests for public records should be directed to the following:

Communications Department
315 Iron Horse Way, Suite 101
Providence, RI 02908
Email: publicrecords@riedc.com
Fax: 401-273-8270
Phone: 401-278-9100

3. The requesting party is not required to provide identification or the reason for the request, and the right to access public records will not depend upon providing such identification or the purpose for the request. However, in the event that RIEDC is not provided with appropriate contact information, such as telephone number, mailing address or email address, any response to a request shall be made available at the front desk of the RIEDC during normal business hours in accordance with the timing requirements under applicable law.
4. The RIEDC's regular business hours are Monday through Friday, 8:30 a.m. – 4:30 p.m., excepting state and federal holidays. Any request received after regular business hours, shall be deemed to have been received on the next following business day.
5. To reach the RIEDC by telephone with any questions about how to make a request for public records, please call 401-278-9100 and ask to be connected to the Communications Department.
6. A request for public records must reasonably describe the records sought in a way that will permit their identification and location by RIEDC personnel.
7. If the description of the records sought in a request is not sufficient to allow the RIEDC to identify and locate the requested records, the RIEDC will notify the requesting party that additional information is needed in order to fulfill the request.
8. The RIEDC may discuss with the requesting party the extent to which the scope of the request can be narrowed as the courts have ruled that it is the requesting party's responsibility to frame requests with sufficient particularity to ensure that searches are not unreasonably burdensome and to enable the Agency to determine precisely which records are being requested.
9. The RIEDC will make every reasonable effort to honor the request within ten (10) business days after receiving the request. Should it appear that the request cannot be honored within ten (10) business days, the RIEDC will explain in writing the reasons needed for up to an additional twenty (20) business day period to comply with the request.

Delivery of Records

1. At the option of the requesting party, the RIEDC will provide copies of public records electronically, by facsimile, or by mail, unless complying with that preference would be unduly burdensome due to the volume of records requested or the costs that would be incurred.
2. The requesting party will be responsible for the actual cost of delivery, if any.

Cost

1. The RIEDC may charge a fee not to exceed fifteen cents (\$0.15) per copied page for documents that can be copied on common business or legal size paper.
2. The RIEDC may charge no more than the reasonable actual cost for providing electronic records or retrieving records from storage where the RIEDC is assessed a retrieval fee.
3. A reasonable charge may be made for the search and retrieval of documents. Hourly costs for a search and retrieval may not exceed fifteen dollars (\$15.00) per hour and no costs will be charged for the first hour of a search or retrieval.
4. For the purposes of calculating cost, multiple requests from a requesting party to the RIEDC within a thirty (30) day time period will be considered one request.
5. Upon request, the RIEDC will provide an estimate of the costs of a request for documents prior to providing copies.
6. The RIEDC may require that the requesting party pre-pay the estimated cost of the request prior to engaging in the search and retrieval of records. As permitted by the Act, the production of records will not be deemed untimely if the Agency is awaiting receipt of payment for costs properly charged under the Act.
7. Upon request, the RIEDC will provide a detailed itemization of the costs charged for search and retrieval.
8. The Rhode Island Supreme Court has determined that the requesting party that seeks the production of public records is responsible for the cost of redacting the documents.
9. All payments are to be made in the form of a money order, certified bank check, company check, or personal check. RIEDC reserves the right to refuse payment by check in the event that the check is returned for insufficient funds or for any other reason. Any fees incurred by RIEDC for returned checks will be assessed to the requestor.

Checks may be made payable to the RIEDC, c/o: Accounting Department, 315 Iron Horse Way, Suite 101, Providence, RI 02908. Payments must be accompanied by sufficient written information referencing the public records request to ensure proper crediting of funds.