



## Public Records Request Guidelines

A request to inspect or copy records which are “public records” at the Rhode Island Convention Center Authority is governed by Chapter 2 of Title 38 of the Rhode Island General Laws, the Access to Public Records Act.

The Authority has instituted the following procedure as to such requests:

1. Eileen Smith, the Authority’s Administrative Assistant, is the Authority’s public records officer. A written request to inspect or copy public records may be mailed, hand-delivered during the Authority’s normal business hours, emailed or sent via facsimile.

For such purposes, the Authority’s address for mail and hand-delivery is:

Attn: Eileen Smith, Administrative Assistant  
Rhode Island Convention Center Authority  
Dunkin’ Donuts Center – Administrative Offices  
One LaSalle Square  
Providence, RI 02903

Via email: Send to [Eileen.Smith@riccauth.com](mailto:Eileen.Smith@riccauth.com)

Via fax: Attn: Eileen Smith at 401/421-8510.

2. The request should identify and describe the records being requested with as much specificity as possible. If the description of the requested records is insufficient to allow the Authority to identify and locate the requested records, the Authority will notify you that additional information is needed.

3. If the request can not be honored within 10 business days of receipt, the Authority will so notify you. For good cause, the time to respond to the request may be extended for a period not to exceed an additional 20 business days.

4. A written request, however, is not required to be submitted for documents readily available to the public.

5. When a request is made only to inspect public records not readily available (as opposed to obtain copies), you will be advised when the records are available and you can then make an appointment to inspect them during the Authority’s normal business hours. Inspection of public records must be made in a manner which will provide for general supervision by authorized Authority staff, in order to prevent the misplacement or unauthorized removal of records.

6. You may elect to obtain copies of requested records in any and all media in which the Authority is capable of providing them, electronically, by facsimile, or by mail, unless complying with any such preference would be unduly burdensome due to the volume of records requested or the costs that would be incurred. You shall be responsible for the actual cost of delivery, if any.

7. The Authority charges a fee for copying and/or search and retrieval of requested documents consistent with applicable state law. The Authority charges \$0.15 per copied page; after the first 20 pages. After the first hour, the Authority will also charge \$15.00 per hour for search and retrieval time required to respond to a request, whether the request seeks copies of records or only inspection thereof. Additionally, the Authority may charge the reasonable actual cost for providing electronic records or retrieving records from storage where the Authority is assessed a retrieval fee. The Authority will provide you with an estimate of the copy and search and retrieval costs prior to responding to the request. However, the Authority will charge the actual fees if more or less than estimated. The Authority reserves the right to request a deposit of the estimated fees.

The cost of copying, search and retrieval must be paid in advance of or at time of delivery or inspection of the requested documents.

The Authority will make the copies, it does not have a copy machine for available for use by the public.

8. If, after review of a request, the Authority determines that the requested records are exempt from disclosure under the Act, or other legal authority, the Authority reserves its right to claim such applicable exemptions.