



PUBLIC RECORDS REQUEST GUIDELINES

The Department of Environmental Management has instituted the following procedures to help you obtain public records.

1. All public record requests or inquiries should be forwarded to the Keeper of Records, Department of Environmental Management, Office of Customer & Technical Assistance, 235 Promenade Street, Providence, Rhode Island 02908 or by telephone at (401) 222-4700 ext. 7307 or by email at DEM.Filereview@dem.ri.gov.
2. The regular business hours of the Department are Monday through Friday 8:30 a.m. to 4:00 p.m.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask you to complete the Public Records Request Form located at the front desk, or on our website.
4. 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.
5. **STATEMENT OF FEE FOR RETRIEVAL AND/OR COPYING:**
The cost per copied page of written public documents will be \$.15 for documents that may be copied on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Access to Public Records Act permits a charge for search and retrieval of documents not to exceed fifteen (\$15.00) per hour, with no charge for the first hour. For purposes of calculating search and retrieval time, multiple requests received from the same person or entity within a thirty (30) day period shall be considered as one request. In addition, the entity accessing public records shall be assessed additional fees if the Department is assessed a retrieval fee in order to retrieve records from storage, is required to redact records, and/or the actual cost of delivery if delivery is requested. If your request requires a charge to be assessed, the Department upon request will provide you with an estimate. Upon a request, the Department will provide a detailed itemization of the costs charged for search and retrieval. Copies on paper larger than 8.5" x 14" or made available on media different than that on which the information is stored, will be charged at the actual production and/or reproduction cost.
6. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://www.riag.ri.gov/civil/opengovernment>.
7. If you feel that you have been denied access to public records, you have the right to file a review petition with the Director of the Department of Environmental Management. If you are still not satisfied, you may seek further review from the Department of the Attorney General or file a lawsuit in Superior Court.
8. The Department of Environmental Management is committed to providing you with public records in an expeditious and courteous manner.