



State of Rhode Island
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
255 Westminster Street
Providence, Rhode Island 02903-3400

Angélica Infante-Green
Commissioner

PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS ACT (APRA)

Date: _____

Requestor Information:

NAME (optional): _____

E-MAIL ADDRESS (optional): _____

TELEPHONE (optional): _____

MAILING ADDRESS (optional): _____

Requested records maintained by RIDE: _____

Preferred format of response: E-mail Paper Fax

**Submit your completed Public Records Request form to
RIDE’s Public Records Officer using any of the following methods:**

Email: APRA@ride.ri.gov **Fax:** 401-222-4691 **Mail:** 255 Westminster St., Providence, RI 02903

If, after review of your request, RIDE determines that the requested records are exempt from disclosure for a reason set forth in the APRA, RIDE reserves its right to claim such exemption. Any denial, in whole or in part, will be made to you in writing and will include the reason(s) for the denial and the procedures for appealing the denial.

RIDE may charge up to \$0.15 per printed page and may assess a reasonable charge not to exceed \$15.00 per hour for the search and retrieval of records. There is no charge for the first hour of search and/or retrieval.

A public body has 10 business days to respond to an APRA request and may extend the time to respond by an additional 20 business days for good cause.