



UNIVERSITY OF RHODE ISLAND POLICE DEPARTMENT PUBLIC RECORDS REQUEST GUIDELINES

The University of Rhode Police Department adheres to the Access to Public Records Act, Rhode Island General Law §38-2-1, et seq., and has instituted the following procedure for the public to obtain public records.

1. To reach us by telephone please call 401-874-4910 and ask for the Public Records Officer. Requests for records may be mailed or hand delivered to URI Police Department, 85 Briar Lane, Kingston, RI 02881. Requests may also be emailed to tquaratella@uri.edu.
2. The regular business hours for requests are Monday through Friday, 8:00 am to 4:00 pm.
3. 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.
4. In order to ensure 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 located at the police station or on our website, <http://web.uri.edu/police/>, or otherwise submit your request in writing.
5. Please be advised 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 you have been denied access to public records, you have the right to file a review petition with the Rhode Island Attorney General’s office. You may also file a lawsuit in Superior Court.
7. The University of Rhode Island Police Department is committed to providing you with your requested public records in an expeditious and courteous manner.
8. You may also obtain a copy of the Attorney General’s Guide to Open Government, which can be found at <http://www.riag.gov> (then proceed to the link entitled “Open Government”).

RESPONDING TO REQUEST

Upon receipt of a request, we must provide one of the following responses:

Access

Provide access to the requested documents within 10 business days of receipt of request, Rhode Island General Law §38-2-3(e).

- Must provide document in any media capable of providing, Rhode Island General Law §38-2-3(k); and
- Must provide copies electronically, by facsimile, or by mail pursuant to requester's choice, unless doing so would be unduly burdensome due to the volume of records requested or the costs incurred. The person requesting delivery is responsible for costs, if any, Rhode Island General Law §38-2-3(k).

Deny

Deny access to the requested documents within 10 business days of receipt of request, Rhode Island General Law §38-2-7(a).

In writing;

- Provide specific reason(s) for denial; and
- Identify procedure for appealing denial, Rhode Island General Law §38-2-7(a).

Extension

Assert extension within 10 business days of receipt of request (for additional 20 business days).

In writing;

- Must be particularized to specific request; and
- Must be able to demonstrate extension necessary due to voluminous nature of the request, the number of requests pending, or the difficulty in searching for and retrieving or copying requested records, Rhode Island General Law § 38-2-3(e).

COSTS

Any cost assessed must fall within one of the following categories:

- Maximum \$.15 per document copied on a common or legal-size paper;
- Maximum \$15.00 per hour for search and retrieval, with no charge for the first hour;
- Multiple requests from any person/entity within a 30-day time period shall be considered one request for purposes of determining "no charge for the first hour."
- No more than the reasonable actual cost for providing electronic records;
- No more than the reasonable actual cost for retrieving records from storage, but only where the public body is assessed a retrieval fee; and
- Any other cost provision specifically authorized by law.

For all costs, an estimate must be provided upon request; and a detailed itemization of the search and retrieval costs must be provided upon request, Rhode Island General Law §38-2-4.