



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

Angélica Infante-Green
Commissioner

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

RIDE is committed to transparency and open government. Pursuant to the Access to Public Records Act (“APRA”), R.I. Gen. Laws § 38-2-1, *et. seq.*, and to facilitate expeditious access, RIDE has instituted the following procedures for the public to obtain public records maintained by this Department.

1. Requests for records must be made in writing, except as provided in paragraph 7, and sent to RIDE’s Public Records Officer, who is the individual within RIDE designated to respond to APRA requests.

RIDE’s Certified Public Records Officers:

Vilma DiOrio
Kaelyn Phelps Prigge

2. APRA requests must be submitted through one of the following manners:

Mail or Hand-Delivery: RIDE Public Records Officer
Rhode Island Department of Education
Attn: Legal Office
255 Westminister Street, Fourth Floor
Providence, RI 02903

*If hand-delivered, please note RIDE’s regular business hours are 8:30 a.m. to 4:30 p.m.

Email: APRA@ride.ri.gov

Fax: 401-222-4691

APRA requests not submitted or otherwise received through one of these methods will not be deemed valid public records requests to RIDE.

3. In order to ensure efficient access, please complete and submit RIDE’s Public Records Request form, which is available on RIDE’s website: <https://ride.ri.gov/inside-ride/requesting-public-records>. You are not required to use this form when submitting an APRA request.

You are not required to provide any identifying information or the reason you are seeking the records requested, and your right to access public records will not depend upon providing identification or reasons.

4. Please be advised that the APRA allows a public body 10 business days to respond to your request. For good cause, a public body may extend this time by an additional 20 business days. These times may be tolled pending a request for prepayment or clarification. **The time to respond to your public**

records request does not begin until the day that your request was received by RIDE's Public Records Officer through one of the submission methods described in paragraph 2. We appreciate your understanding and patience.

5. Any denial of the right to inspect or copy records, 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. Any withholding or redaction of records constitutes a denial, as does a response that RIDE does not maintain any records responsive to your request.

In the event your request is denied in full or in part, you may petition RIDE's Chief Administrative Officer, Commissioner Angélica Infante-Green, for a review of the determination. RIDE's Chief Administrative Officer shall make a final determination whether or not to allow public inspection within 10 business days of your petition.

If you feel that you have been denied access to public records, you have the right to file a complaint with the Rhode Island Attorney General. You may also file a lawsuit in Rhode Island Superior Court.

6. RIDE reserves the right to charge fees associated with responding to your request in accordance with R.I. Gen. Laws § 38-2-4.

The cost per copied page is \$0.15. The cost for time spent searching, retrieving, and/or redacting documents shall not exceed \$15.00 per hour. There is no charge for the first hour of search and/or retrieval.

RIDE will provide an estimate of charges prior to fulfilling your APRA request in order to allow you the opportunity to retract or amend your request. If RIDE assesses any prepayment estimate, the time by which RIDE has to respond to your request shall be tolled pending receipt of payment and/or further clarification in accordance with R.I. Gen. Laws § 38-2-7(b).

7. If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request for public records, you must contact RIDE's Public Records Officer to make your request.

If you have any questions about the process for accessing public records maintained by RIDE, you may contact RIDE's Public Records Officer:

Tel: 401-222-8979
Email: APRA@ride.ri.gov