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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.