



Office of the Auditor General

State of Rhode Island - General Assembly
David A. Bergantino, CPA, CFE – Auditor General

oag.ri.gov

33 Broad Street • Suite 201 • Providence, RI • 02903-4177
tel: 401.222.2435 • fax: 401.222.2111

ACCESS TO PUBLIC RECORDS: PROCEDURE

Rhode Island General Law 38-2-3(d) requires all state agencies to establish written procedures regarding access to public records in the custody of the agency.

In accordance with Rhode Island General Law 38-2-3(d), and regulations promulgated by the Rhode Island Department of Attorney General, the following procedures shall apply to all requests for records in the custody of the Office of the Auditor General:

1. Requests for public records may be made as follows:
 - Telephone – please call 401.222.2435 and ask to be connected to the Office Manager or Auditor General.
 - Email – email to ag@rioag.gov and direct to the attention of the Office Manager or Auditor General.
 - Mail – send to: Office of the Auditor General
33 Broad Street, Suite 201
Providence, RI 02903
 - In person – requests may also be hand delivered to the Office of the Auditor General at the reception desk (33 Broad Street, Suite 201). The regular business hours of the Office are 8:30AM to 4:00PM.
2. Although no specific form or format is required, requests shall provide a description of the record that is sufficient to identify the record sought. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form available on our website, www.oag.ri.gov, or otherwise submit your request in writing, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. All requests shall be reviewed by the Auditor General, or agency personnel who have been designated by the Auditor General pursuant to Rhode Island General Law 38-2-3.16 to grant or deny access to agency records.
4. 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.
5. 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. We appreciate your understanding and patience.
6. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. You may also file a lawsuit in Superior Court.
7. Inquiry on the status of a records request can be made either in writing to the above address, by mail, or by calling the Office Manager or Auditor General at 401.222.2435.

April 28, 2023



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PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

Preference for delivery of requested public records:

Mail Pick up Email

OAG USE ONLY

Request Number _____

Date and time request received: _____

Records to be available on: _____

Records provided via: Mail Pick up Email

Date records provided: _____

Costs (if any): \$ _____ copies \$ _____ search and retrieval