



PUBLIC RECORDS REQUEST PROCEDURES

The Quonset Development Corporation has instituted the following procedures for the public to obtain public records as outlined in the Access to Public Records Act, R.I. Gen. Laws §38-2-1, et. seq.

1. In order to submit a records request, please call (401) 295-0044 ext. 245 and speak to our Record Request Coordinator, Jill Sherman, or by email; info@quonset.com. All requests must be directed to our Coordinator or through the Public Records Unit.
2. QDC's regular business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Public Request Forms are available at the QDC offices or on our website <http://quonset.com>.
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. Unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for the or readily available to the public, we ask that you complete the Public Records Request Form located at the offices of Quonset Development Corporation or on our website <http://quonset.com>.
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 for "good cause".
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 obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://www.riag.ri.gov> (then proceed to the link entitled "Open Government").
7. QDC is committed to ensuring your request for access to public records in a timely and courteous manner.
8. At the election of the person or entity requesting the public records, QDC shall provide copies of the public records electronically, by facsimile, or by mail in accordance with the requesting

person or entity's choice, unless complying with that preference would be unduly burdensome due to the volume of records requested or the costs that would be incurred. The person or entity requesting delivery shall be responsible for the actual cost of delivery, if any.

9. Subject to the provisions of Access to Public Records Act, R.I. Gen. Laws section 38-2-3:
 - A. QDC will charge \$.15 per page for documents copyable on common business or legal size paper. Requests for plans on 24" x 36" will be charged \$3.00 per sheet.
 - B. QDC will charge \$15.00 per hour and no cost shall be charged for the first hour for search and retrieval of requested records.
 - C. Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after a request. An estimate of the costs of a request for documents can be provided upon request.
 - D. Upon request, QDC shall provide a detailed itemization of the costs charged for search and retrieval.
 - E. A Court may reduce or waive the fees for costs charged for search or retrieval if it determines that the information requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interests of the requester.

Multiple requests from any person or entity to the same public body within a 30 day time period shall be considered one request for the purposes of calculating search and retrieval time.

R.I. Gen. Laws § 38-2-4(b).

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS

Pursuant to R.I. Gen. Laws § 38-2-1 et seq.

This form must be completed and returned to:

**Quonset Development Corporation
95 Cripe Street
North Kingstown, RI 02852
(401)295-0044
info@quonset.com**

NAME (optional): _____

ADDRESS (optional): _____

TELEPHONE NUMBER (optional): _____

TITLE AND/OR DESCRIPTION OF DOCUMENT(S) REQUESTED TO BE INSPECTED:

NAME AND TITLE OF PERSON IN DEPARTMENT HAVING CUSTODY OF DOCUMENT(S), IF KNOWN:

Please indicate your preference:

RECORDS TO BE INSPECTED AT QDC OFFICES:

RECORDS TO BE COPIED AND MAILED TO ADDRESS ABOVE:

RECORDS TO BE COPIED AND PICKED UP AT QDC OFFICES:

RECORDS TO BE EMAILED TO:

OFFICE USE ONLY

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mailed: _____ Emailed: _____

Picked Up: _____

Costs: _____ copies _____ search and retrieval

Forward this Document to

Quonset Development Corporation – Public Records Request Receipt

If you desire to pick up the records, they will be available by _____ at the front desk. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the access to Public Records Act, the Department reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, records requested and request number.

Thank you