Office of the General Treasurer

ACCESS TO PUBLIC RECORDS REQUEST

Requestor Contact Information				
Date:			Telephone:	
Name:			Email:	
Street Address:			Fax Number:	
City, State, Zip:				
Preferred Method of Receiving Records:	Fax	Email	Snail Mail	Hard Copy – Will Pick Up
Requests Accepted By:				
FAX OR E-MAIL:			Mail:	
(401) 462-7695 or apra@treasury.ri.gov Subject / Attention: Public Records Officer			Office of the General Treasurer Public Records Officers 50 Service Ave, 2nd Floor Warwick, RI 02886 Phone: 401-462-7650	
Request Details:				
				_
OFFICE USE ONLY:			Date Received:	
Request taken by:			Cost to Copy:	
Records to be available	on:		Cost for Search:	
By mail or pickup:			Cost for Delivery:	
Office of the General Treasurer				

Public Records Request Receipt

If you desire to pick up the records, they will be available on _____at the front desk. Please call prior to picking up the records to ensure that the records are ready. If, after review of your request, Treasury determines that the requested records are exempt from disclosure for a reason set forth in RIGL §38-2-2(5)(A) through (Y), Treasury reserves the 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 and the records you requested. Thank you.