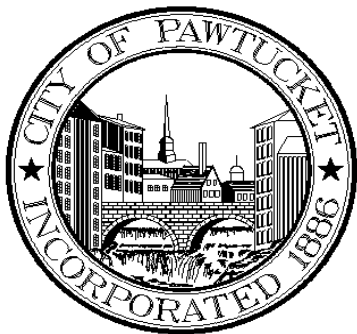


CITY OF PAWTUCKET  
LAW DEPARTMENT  
PUBLIC RECORDS REQUEST GUIDELINES

The Law Department of the City of Pawtucket has instituted the following procedure to help you obtain public records.

1. The contact person for Public Records is Joel Munoz, 728-0500 ext. 234.
2. In order to request to inspect and/or to copy documents maintained by the City of Pawtucket, we encourage you to complete the request form attached to this document or otherwise provide a written request for records that clearly identifies the records you seek and that your request is made pursuant to the Access to Public Records Act. A written request is not necessary for documents available pursuant to RI Gen. Laws §42-35-2 or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed or dropped off at the Law Department, Pawtucket City Hall, Room 209, 137 Roosevelt Avenue, Pawtucket, Rhode Island 02860, and directed to the City Solicitor. In order to e make a public records request by e-mail or facsimile, please contact Joel Munoz, 728-0500 ext. 234.
4. Additional copies of these guidelines and the request form are available on the City of Pawtucket website at <http://pawtucketri.com/departments/law/>.
5. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with “good cause”, may extend the time to respond to thirty (30) business days.
6. Pursuant to R.I. Gen. Laws §38-2-8 you may wish to appeal a Law Department decision to the Mayor’s Office, 137 Roosevelt Avenue, Pawtucket, RI 02860. You may also wish to file a complaint with the Department of Attorney General, 150 South Main Street, Providence, RI 02903, or the Rhode Island Superior Court of the County where the records are maintained.
7. The City of Pawtucket has been and will continue to be an open, honest, accessible government under this administration in accordance with the Access to Public Records Act.



**OFFICE OF THE CITY SOLICITOR  
PUBLIC RECORDS REQUEST FORM**

**In order to facilitate a prompt and accurate response to your request, we encourage you to fill out the following:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Address (optional): \_\_\_\_\_

\_\_\_\_\_

Phone number (optional): \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY:**

Request taken by: \_\_\_\_\_

Date: \_\_\_\_\_

*Forward this Document to the Law Department*

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Pursuant to R.I. Gen. Laws § 38-2-4, the City reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free of charge.

If, after review of your request, this office determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws §38-2-2(4)(i)(A) through (Y), this office reserves its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the City reserves to right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-7 (b).

Note: If you choose to pick up the records but did not include contact information (phone, number, address, e-mail address, etc.), please contact Joel Munoz, 728-0500 ext. 234 in order to establish a method of delivering the records to you.