



## East Providence Waterfront Special Development District Commission

### PUBLIC RECORDS REQUEST GUIDELINES

The East Providence Waterfront Special Development District Commission (Waterfront Commission) adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, *et. seq.*, and has instituted the following procedures for the public to obtain public records.

1. To reach us by telephone please call (401) 435-7500 x11151 to speak to the Waterfront Commission executive director. Requests for records may be mailed to the Executive Director, East Providence Waterfront Special Development District Commission, City Hall, 145 Taunton Avenue, Room 206, East Providence RI 02914. Requests may also be hand delivered to the East Providence Waterfront Commission, Room 206, City Hall and addressed to the Executive Director or requests may be emailed to [cmartin@eastprovidenceri.gov](mailto:cmartin@eastprovidenceri.gov)
2. The regular business hours of the Waterfront Commission are 8:30 AM to 4:00 PM, Monday, Wednesday and Friday with additional hours by appointment. Written requests may be left with the Planning Department 8:30 AM to 4:00 PM, Monday to Friday.
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. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located at the front desk, or on our website, [www.eastprovidencewaterfront.com](http://www.eastprovidencewaterfront.com) or otherwise submit your request in writing.
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.” We appreciate your understanding and patience.
6. The cost for hard copies is \$0.15 per page for an 8½ x 11 sheet. Documents will be scanned at \$0.10 per page.
7. The East Providence Waterfront Special Development District Commission is committed to providing you with public records in an expeditious and courteous manner.

*Approved by the East Providence Waterfront Special Development District Commission August 27, 2018*



**East Providence Waterfront Special Development  
District Commission**

**PUBLIC RECORDS REQUEST FORM UNDER THE  
ACCESS TO PUBLIC RECORDS ACT**

Date \_\_\_\_\_

Name (optional) \_\_\_\_\_

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

Telephone (optional) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Request taken by: \_\_\_\_\_ Request Number \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available on: \_\_\_\_\_

Mail \_\_\_\_\_ Pick Up \_\_\_\_\_ email \_\_\_\_\_

Records provided: \_\_\_\_\_

Costs: \_\_\_\_\_ copies \_\_\_\_\_ search and retrieval

If you desire to pick up the records, they will be available on \_\_\_\_\_  
at the front desk. If, after review of your request, the Commission determines that  
the requested records are exempt from disclosure for a reason set forth in the  
Access to Public Records Act, the Commission 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 Executive Director or  
Planning receptionist in Room 206 of the date you made the request, records  
requested.