



Executive Office of Housing

State of Rhode Island

One Capitol Hill, 3rd Floor, Providence, RI 02908

The Rhode Island Executive Office of Housing (“EOH”) adheres to the Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, et. seq., (“APRA” or the “Act”) and has instituted the following policies and procedures for the public to obtain public records maintained or held by the EOH.

Disclosure of Records

1. It is the EOH’s policy that all records it maintains, or holds are to be made available for public inspection and/or copying unless exempted by state or federal law, regulation, rule of court, or unless otherwise ordered by a court of competent jurisdiction.
2. Pursuant to R.I. Gen. Laws § 38-2-13, all records initially deemed to be public records which any person may inspect and/or copy will continue to be considered public records whether or not subsequent court action or investigations are held pertaining to the matters contained in the records.
3. The EOH is not required to reorganize, consolidate, or compile data not maintained by the EOH in the form requested at the time of the request.
4. The EOH is not obligated to interpret or otherwise describe or comment on the information provided.
5. In the event the EOH determines that the requested records are exempt from disclosure for a reason set forth in the Act, the EOH shall provide to the requesting party the reasons for the denial of the request as well as the procedure for appealing the denial.
6. If the EOH receives a request for records that do not exist or are not within its custody or control, the EOH will, in responding to the request, state that it does not have the requested records.

Procedures for Requesting Public Records

1. An APRA request can be submitted via email to Tamara Dallaire at Tamara.Dallaire@housing.ri.gov or in writing, addressed to:

Executive Office of Housing
Attn: Tamara Dallaire
1 Capitol Hill, 3rd Floor
Providence, RI 02908

2. The requesting party is not required to provide identification or the reason for the request, and the right to access public records will not depend upon providing such identification or the purpose for the request. However, in the event that the EOH is not provided with appropriate contact information, such as telephone number, mailing address or email address, any response to a request shall be made available at the front desk of the EOH's normal business hours in accordance with the timing requirements under applicable law.
3. The EOH's regular business hours are Monday through Friday, 8:30 a.m. – 4:00 p.m., excepting state and federal holidays. Any request received after regular business hours, or on a state or federal holiday, shall be deemed to have been received on the next following business day.
4. A request for public records must reasonably describe the records sought in a way that will permit their identification and location by the EOH personnel.
5. If the description of the records sought in a request is not sufficient to allow the EOH to identify and locate the requested records, the EOH will notify the requesting party that additional information is needed to fulfill the request.
6. The EOH may discuss with the requesting party the extent to which the scope of the request can be narrowed as the courts have ruled that it is the requesting party's responsibility to frame requests with sufficient particularity to ensure that searches are not unreasonably burdensome and to enable the EOH to determine precisely which records are being requested.
7. The EOH will make every reasonable effort to honor the request within ten (10) business days after receiving the request. Should it appear that the request cannot be honored within ten (10) business days, the EOH will explain in writing the reasons needed for up to an additional twenty (20) business day period to comply with the request.

Delivery of Records

1. At the option of the requesting party, the EOH will provide copies of public records electronically, or by mail, unless complying with that preference would be unduly burdensome due to the volume of records requested or the costs that would be incurred.
2. The requesting party will be responsible for the actual cost of delivery, if any.

Cost

1. The EOH will charge a reasonable fee consistent with the Act for any request that it receives that is estimated to take more than one (1) hour to fulfill, inclusive of estimated time for

retrieval, review, and redaction of documents. Consistent with the Act, no costs will be charged for the first hour of a search or retrieval. If the EOH charges a fee pursuant to this paragraph, it will require that the requesting party prepay the estimated cost of the request prior to engaging in the search and retrieval of records. As permitted by the Act, the time for the EOH to produce the records will be tolled until payment of the charge is received by the EOH.

2. The cost per copied page of written public documents will be \$0.15 per page. The hourly cost for the search, retrieval, and redaction of documents is fifteen dollars (\$15.00), with no charge for the first hour.

3. The EOH may charge no more than the actual cost for providing electronic records or retrieving records from storage where the EOH is assessed a retrieval fee. This may include third-party costs affiliated with the retrieval of electronic documents that may not be immediately accessible.

4. For the purposes of calculating cost, multiple requests from a requesting party to the EOH within a thirty (30) day period will be considered one (1) request.

5. Upon request, the EOH will provide an estimate of the costs of a request for documents prior to providing copies.

6. The Rhode Island Supreme Court has determined that the requesting party that seeks the production of public records is responsible for the cost of redacting the documents.

7. All payments are to be made in the form of a money order, certified bank check, company check, or personal check. The EOH reserves the right to refuse payment by check in the event the check is returned for insufficient funds or for any other reason. Any fees incurred by the EOH for returned checks will be assessed to the requestor.

8. Please make check or money order for prepayment payable to “The State of Rhode Island” and send or deliver the payment to the Executive Office of Housing, 1 Capitol Hill, Third Floor, Providence, RI 02908 with reference to your request.

9. If we do not receive prepayment in thirty (30) days, we will consider the request closed, but you may resubmit your request at any time. Additionally, due to the volume of records involved, once prepayment is received, in accordance with R.I. Gen. Laws § 38-2-3(e), the EOH invokes an additional twenty (20) business day extension to respond. Without waiving any exemptions under APRA, EOH will respond accordingly on or before the new deadline, after prepayment is received.

10. Alternatively, if you wish to narrow your request to capture a reduced date range, more specific search terms, and/or employees within the EOH, please let us know and we will narrow the search accordingly.