

# CRMC – Access to Public Records

This is a summary of Section 15 of the CRMC Management Procedures which address Access to Public Records.

**What Records Are Public** - All records deemed public under the RI Access to Public Records Act (APRA), codified at RIGL 38-2-1, are public and will be made available upon request. Our public records include: 1) Documents prepared for the public; 2) Council and Sub-Committee Agendas, Minutes and Transcripts 3) Public Hearing Notices, Minutes and Transcripts, 4) Public documents submitted at Council meetings or Public Hearings; 5) Council Orders.

**How To Request Records** – We prefer you request records **in advance and in writing** using our form. We will not require you to make your request in writing. We will not require you to state the purpose of your request. We will not require you to identify yourself.

**When We Will Provide the Records** – We will try to accommodate same day walk-in requests for readily available records but many of our records are not readily available. We may take 10 business days to get you the records you request. If we cannot get you the records within 10 business days we will explain why. **Records that are the subject of a scheduled Council meeting, hearing or workshop will generally be in use by the Council and not available for public inspection the day of the meeting, hearing or workshop.**

**How We Will Provide the Records** – You can inspect the records during our normal business hours in our office or request copies. We may also be able to provide some records in digital or electronic format. We can make copies in-house up to 11 x 17. For copies of oversized documents, we encourage you to contact the applicant, his/her engineer, or attorney. We can sometimes make arrangements with outside vendors to make copies of oversized documents at your expense. We might be able to let you ‘check-out’ transcripts overnight. You can also obtain Transcripts for the stenographer we use, presently Irons & Associates reachable at (401) 861-0909.

**What It Will Cost You** – We do not charge for the first 30 minutes of staff time spent searching for and retrieving records. After that, we charge \$15/hour. We do not charge for the first 5 copies we make for you. After that, we charge .15 cents per page. You must pay in advance by check or money order. **We are NOT allowed to accept cash, debit cards or credit cards.**

**Public Records Officer** - The Council’s Deputy Director, presently Jeffrey Willis, is our Public Records Officer. He makes the initial decision regarding public records.

**If We Deny Your Request** – You can appeal the Deputy Director’s decision to our Executive Director. You can also contact the Attorney General and/or file suit against us in court if you disagree with our decision. You should read Section 15 of our Management Procedures, and the full APRA, to learn about your rights to appeal.