COASTAL RESOURCES MANAGEMENT COUNCIL

POLICY FOR PUBLIC INSPECTION OF FILES

Pursuant to R.I.G.L. § 38-2.3

1. Twenty-four (24) hour notice is required for any person seeking to review one (1) to four (4) files at one time. Persons without such notice may be denied access to review files. Please call the CRMC at 401-783-3370 or Email: cstaff1@crmc.state.ri.us and identify the CRMC file number(s).

2. An appointment to inspect more than four (4) files must be made in writing at least two (2) working days in advance to allow sufficient time for staff to collect them for review. Persons without an appointment may be denied access to review these files. Please Email cstaff1@crmc.state.ri.us or telefax at 401-783-3767 and identify the CRMC file numbers.

3. Persons inspecting a particular file must provide their name and affiliation (if applicable). This information will go on file. A driver's license will be required as identification.

4. Files shall only be inspected in the presence of a CRMC staff member in the front office. Only one file at a time will be provided to eliminate the misplacement of file documents. When one file review is complete another file will be provided.

5. Transcripts for any CRMC public hearing or semi-monthly meeting must be reviewed in the CRMC office. You may "check-out" the transcript for a twenty-four (24) hour period. Transcript copies must be obtained by purchase through the stenographer's office. Contact Irons & Associates at 401-861-0909.

6. Copies of five (5) or less pages are made free of charge. More than five (5) copies will be made at a charge of fifteen (15) cents per copy. In addition, the first thirty (30) minutes of search and retrieval time will be made free of charge, any time in addition to that first thirty (30) minutes will be determined on $15.00 per hour rate (See R.I.G.L. § 38-2-4). Time of copying may vary with availability of staff and office copier. Due to office equipment limitations, no large-scale plans of any kind will be copied by office staff; also no large-scale plans are to leave the office. Please contact the applicant or engineering firm for these copies.

7. No files are to leave the CRMC office for any reason without the knowledge and consent of the CRMC Executive Director. Applicants may not remove items from a file without written approval of the Executive Director.

8. Persons are not permitted to randomly search through office files. If a staff member is not available to research the database, then persons searching for a particular file are required to search the CRMC log-in books, then request the appropriate file number through the CRMC staff. File information is also available on the CRMC website: http://www.crmc.state.ri.us/. Although this research may give you limited information, you will be able to obtain status of any applications that have been filed with the CRMC.

9. Files that are scheduled for a CRMC semi-monthly meeting cannot be inspected after noon on the day of that meeting.

Grover J. Fugate, Executive Director
Coastal Resources Management Council

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