

CITY OF CENTRAL FALLS
LAW DEPARTMENT

580 BROAD STREET
CENTRAL FALLS, RI 02863

OFFICE: (401) 727-7490
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PROCEDURE FOR OBTAINING PUBLIC RECORDS

www.CentralFallsRI.us/APRA

Pursuant to Rhode Island General Law 38-2-3(d) the City of Central Falls hereby adopts the following procedure for requesting/obtaining public records:

1. The City of Central Falls is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act. A request to inspect and/or copy public records of the City of Central Falls may be presented orally or in writing to the City of Central Falls, Law Department, at 580 Broad Street, Central Falls, RI 02863 during normal business hours (8:30 a.m. to 4:30 p.m. Monday to Thursday and Friday 8:30 a.m. to 1:30 p.m.) or (401) 727-7400 or via email to APRA@centralfallsri.us.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(4)(A) through (Y), the City reserves its right to claim such exemption. In the event that the City claims such exemption, there shall be a review of the exemption and disclosure of the stated exemption by at least two attorneys in the Law Department. In the event that you disagree with the City's opinion regarding the exemption, you may file an appeal to the Mayor. If the Mayor affirms the City's position, you may then file a complaint with the Department of Attorney General. You may also file an action for injunctive or declaratory relief in Providence County Superior Court.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Central Falls shall be considered one (1) request.
6. The City of Central Falls is not obligated to produce for inspection or copying of records that are not in the possession of the City of Central Falls. Moreover, the City of Central Falls is not required to reorganize, consolidate, or compile data that is not maintained by the City of Central Falls in the form requested.