

JOHNSTON HOUSING AUTHORITY
8 Forand Circle
Johnston, RI 02919

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT
R.I. GEN. LAWS § 38-2-1 ET SEQ.

Date: _____ Request Number: _____

Name (optional) _____

Address (optional) _____

Email Address (optional) _____

Telephone (optional) _____

Requested Records:

OFFICE USE ONLY:

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick Up: _____

Records provided: _____

Costs: Copies \$ _____ Search and retrieval \$ _____

Forward this Document to the Public Records Officer

Johnston Housing Authority – Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the front desk. If, after review of your request, the Johnston Housing Authority determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2-2(4)(A) through (Y), the Johnston Housing Authority reserves its right to claim such exemption.

Please be advised that the Johnston Housing Authority cannot require that a records request be on the Johnston Housing Authority's form or otherwise be written, if the request is readily identifiable as a public records request. This form is provided solely for your convenience.

NOTE: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, records requested and request number. Thank you.

**JOHNSTON HOUSING AUTHORITY
ACCESS TO PUBLIC RECORDS REQUEST GUIDELINES**

The Johnston Housing Authority has instituted the following procedure to help you obtain public records.

1. The contact person for a Public Records request is David M. aRusso.
2. To reach us by telephone, please call (401)231-~~9670~~^{XXXX} and ask to be connected to the public records officer. Please Call 401-231-2007
3. The regular business hours of the Johnston Housing Authority are Monday through Friday, 8:30 a.m. to 4:00 p.m. If you come into our administrative offices during business hours, please complete the Public Records Request Form at the front desk and it will be given to the public records officer the following business day.
4. Requests to inspect public records can also be mailed to our offices located at 8 Forand Circle, Johnston, Rhode Island 02919, or emailed to office@johnstonhousing.org, all to the attention of the public records officer.
5. The Authority may ask you the reason for your request, as its regular course of business. However, 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.
6. A copy of the Attorney General's Guide to Open Government can be found at <http://www.riag.ri.gov/civil/opengovernment>.
7. There are times when the public records you seek are not available at the time of your request. 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) days for "good cause". We appreciate your understanding and patience.
8. If you feel that you have been denied access to public records, you have the right to petition the chief administrative officer of the Johnston Housing Authority for a review of the determination made by the public records officer, and the chief administrative officer shall make a final determination whether or not to allow public inspection within ten (10) business days after the submission of the review petition.
9. If the custodian of the records or the chief administrative officer determine that the record is not subject to public inspection, you may file a complaint with the

attorney general in accordance with R.I. Gen. Laws § 38-2-8. If you are still not satisfied, you may file a lawsuit in Superior Court.

10. The Johnston Housing Authority is committed to providing you with public records in an expeditious and courteous manner.