UNIVERSITY OF RHODE ISLAND
PUBLIC RECORDS REQUEST GUIDELINES

The University of Rhode Island has instituted the following procedure to help you access or obtain public records.

1. The regular business hours of the University are Monday through Friday from 8:30 a.m. to 4:30 p.m. Any request made after business hours are considered received on the next business day.

2. If you are a member of the media, or if you are not certain where to direct your request, you should direct your request to access public records to the Office of Communications and Marketing, Attn: Public Records Official, Alumni Center Building, 73 Upper College Road, Kingston, RI 02881. You can also reach that office by telephone by calling (401) 874-2116 and ask to be connected to an official or staff member regarding your request to access public records.

3. If you are seeking access to public records involving employees of the university or other non-exempt personnel records, you should direct your request to the Office of Human Resources Administration, Attn: Public Records Official, 80 Lower College Road, Kingston, RI 02881. You can also reach that office by telephone by calling (401) 874-5270 and ask to be connected to an official or staff member regarding your request to access public records.

4. If you are seeking access to public records involving any of the university’s athletic programs or personnel, you should direct your request to the Office of the Director of Athletics, Attn: Public Records Official, Three Keaney Road, Suite One, Kingston, RI 02881. You can also reach that office by telephone by calling (401) 874-5245 and ask to be connected to an official or staff member regarding your request to access public records.

5. If you are seeking access to public records involving construction and/or capital projects at the university, including certified payroll records related to public works projects on any of the campuses of the university, you should direct your request to the Office of Capital Projects, Attn: Public Records Official, Sherman Building, 523 Plains Road, Kingston, RI 02881. You can also reach that office by telephone by calling (401) 874-2725 and ask to be connected to an official or staff member regarding your request to access public records.
6. If you are seeking access to public records involving university purchasing and/or procurement transactions, including requests for bids and/or proposals, you should direct your request to URI Purchasing, Attn: Public Records Official, 521 Plains Road, Kingston, RI 02881. You can also reach that office by telephone by calling (401) 874-2171 and ask to connect to an official or staff member regarding your request to access public records.

7. You may be asked the reason for your request by the Department or Office 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.

8. In order to ensure that you are provided with the public records you seek in an expeditious manner you will be asked to make your request in writing or to complete the Public Records Request Form on the following page whichever is more convenient to you.

9. 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 to your request which can be extended for an additional period not to exceed thirty (30) business days for “good cause.” We appreciate your understanding and patience.

10. If your request to access public records has been denied, you have the right to petition the President of the University for a review of the determination made by or on behalf of the Department or Office where the request was made.

11. If you are still not satisfied, you may file a complaint with the Rhode Island Department of the Attorney General at (401) 274-4400 or you may file a lawsuit in Superior Court.

12. The University of Rhode Island is committed to providing you with public records in an expeditious and courteous manner.
UNIVERSITY OF RHODE ISLAND

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _______________________________________________________

Name (optional) _____________________________________________

Address (optional) __________________________________________

___________________________________________________________

Telephone (optional) _________________________________________

Requested Records: (attach additional sheets if necessary)

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University of Rhode Island – Public Records Request – Additional Information

Forward this Document to the appropriate university office or department in accordance with public records request guidelines and inform that office if you desire to inspect the records or pick up copies of the records. If you prefer to have copies of the records sent to you by mail or email, you will need to provide the office with mailing and/or email instructions.

If, after review of your request, the University determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the University reserves its right to claim such exemption.