



# Rhode Island Housing

## Rhode Island Housing and Mortgage Finance Corporation Public Records Request Form under the Access to Public Records Act

Date: \_\_\_\_\_

Name (optional; in the alternative, please provide another identifier for indexing purposes):

\_\_\_\_\_

Address (optional): \_\_\_\_\_

\_\_\_\_\_

Telephone (optional): \_\_\_\_\_ Email (optional): \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_

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### Office Use Only

Name of Public Records Officer: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Costs: Copies (\$.15/page): \_\_\_\_\_ Search/Retrieval (\$15.00/hour, no charge for first hour): \_\_\_\_\_

Date of Response: \_\_\_\_\_

To request a public record, please email this form to [recordsrequests@rihousing.com](mailto:recordsrequests@rihousing.com) or mail this form to Rhode Island Housing addressed as follows: Rhode Island Housing, 44 Washington Street, Providence, Rhode Island 02903, ATTN: Records Requests. Requests that do not conform to these delivery methods may result in this form not being processed. Rhode Island Housing does not require you to provide personally identifiable information about yourself on this form.

Rhode Island Housing will exert reasonable efforts to respond to your request within ten (10) business days of receipt of your request and, if necessary, will provide a written explanation of the need for any additional time to comply.

If your request is granted, Rhode Island Housing will provide copies of the public record electronically, by facsimile, by mail, or by in person pick up in accordance with your choice, unless it would be unreasonably burdensome or costly to do so. In the alternative, you will be notified in writing when the public record is available and will be provided with an appointment to examine the public record. You will be responsible for the cost of delivery, if any.

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