

## **I-195 Redevelopment District Commission Policies and Procedures for Public Records Requests**

The I-195 Redevelopment District Commission, (“the Commission”) adheres to the Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, et. seq., (“APRA” or the “Act”) and has instituted the following policies and procedures for the public to obtain public records maintained or held by the I-195 Redevelopment District Commission.

1. All requests for public records and questions regarding requests should be directed to:

I-195 Redevelopment District Commission  
315 Iron Horse Way, Suite 101  
Providence, RI 02908  
Amber Ilcisko, APRA Coordinator  
ailcisko@195district.com  
Office: 401-278-9100

2. The regular business hours of the Commission are 8:30 AM to 4:30 PM, Monday through Friday, with the exception of federal and state holidays.

3. Pursuant to R.I.G.L. § 38-2-13, all records initially deemed to be public records which any person may inspect and/or copy will continue to be considered public records whether or not subsequent court action or investigations are held pertaining to the matters contained in the records.

4. The requesting party is not required to provide identification or the reason for the request, and the right to access public records will not depend upon providing such identification or the purpose for the request. However, in the event that the I-195 Redevelopment District Commission is not provided with appropriate contact information, such as telephone number, mailing address or email address, any response to a request shall be made available at the front desk of the Agency offices during normal business hours in accordance with the timing requirements under applicable law.

5. The I-195 Redevelopment District Commission is not required to reorganize, consolidate, or compile data not maintained by the Agency in the form requested at the time of the request, except to the extent that such records are in electronic format and the Commission would not be unduly burdened by providing such data.

6. The I-195 Redevelopment District Commission is not obligated to interpret or otherwise describe or comment on the information provided.

7. In some cases, a document may be constituted as a public record, and there may be information contained within the document that may be redacted/deleted because it is exempt from disclosure under Rhode General Laws § 38-2-2. In the event that the I-195 Redevelopment District Commission determines that the requested records are exempt from disclosure for a reason set forth in the Act, the Commission shall provide to the requesting party the reasons for the denial of the request as well as the procedure for appealing the denial.

8. The Access to Public Records Act allows the Commission to charge up to fifteen cents (\$0.15) per copied page and an hourly rate not to exceed fifteen dollars (\$15.00) per hour for time spent for the

search and retrieval of the requested documents, with no charge for the first hour.

9. Please be advised that the Access to Public Records Act allows the Commission ten (10) business days to respond, which can be extended an additional twenty (20) days for “good cause”. We appreciate your understanding and patience.

10. To better understand what records are accessible and to review the applicable laws regarding Open Government, you may obtain a copy of the Attorney General’s Guide to Open Government:  
<http://riag.ri.gov>.