



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: _____

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 or mail this form to RIHousing addressed as follows: RIHousing, 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. RIHousing does not require you to provide personally identifiable information about yourself on this form.

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