



## **PUBLIC RECORDS REQUEST**

### **GUIDELINES**

The Community College of Rhode Island has instituted the following guidelines to help you obtain public records regarding the Community College of Rhode Island.

1. The contact person for Public Records is Jason Ramos, Executive Assistant, 401-825-2022.
2. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the request form attached to this document.
3. Requests to inspect public records can be mailed or dropped off at the Community College of Rhode Island, Marketing & Communications, Warwick Campus, 400 East Avenue, 3<sup>rd</sup> Floor, Warwick RI 02886, Attn: Jason Ramos, Executive Assistant. To make a public records request by email, please email [publicrecordsrequest@ccri.edu](mailto:publicrecordsrequest@ccri.edu).
4. Additional copies of the request form are also available at <https://www.ccri.edu/about/public-records.pdf>.
5. 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 and, with “good cause,” may extend the time to respond to thirty (30) business days.
6. If you feel that you have been denied access to public records, you have the right to file an appeal with the President of the Community College of Rhode Island. If you are still not satisfied, you may file a complaint with the Department of Attorney General or the Superior Court. See R.I.G.L. §38-2-8.
7. The Community College of Rhode Island is committed to providing you with public records in an expeditious and courteous manner.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345



COMMUNITY COLLEGE  
OF RHODE ISLAND

**REQUEST FORM FOR RECORDS**  
**UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date: \_\_\_\_\_ Request Number: \_\_\_\_\_

Request to Inspect Records: \_\_\_\_\_ Request to Copy Records: \_\_\_\_\_

Name (optional): \_\_\_\_\_

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

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

E-mail address (optional): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Optional) Records requested ARE \_\_\_\_\_ ARE NOT \_\_\_\_\_ sought for the purposes of pending litigation involving the Community College of Rhode Island, Rhode Island College, or the RI Office of the Postsecondary Commissioner.

**FORMAT REQUESTED:**

Paper: \_\_\_\_\_ Fax: \_\_\_\_\_ Email (if available): \_\_\_\_\_

If, after review of your request, the Community College of Rhode Island 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 (AA), the Community College of Rhode Island reserves its right to claim such exemption.

Note: If you choose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the College of the date you made the request, records requested and request number.

Please forward this document to the Marketing & Communications Department at Community College of Rhode Island, attention: Jason Ramos. Request forms received after 4:30 p.m., Monday-Friday will be considered received as of the next business day.

Thank you.

**Knight Campus**