

835-RICR-10-00-2

TITLE 835 – NARRAGANSETT BAY COMMISSION

CHAPTER 10 – GENERAL ADMINISTRATION

SUBCHAPTER 00 - N/A

PART 2 – Public Records Request Procedure

2.1 Purpose

The purpose of this regulation is to establish a procedure for the public to make requests for public records to the Narragansett Bay Commission (NBC).

2.2 Authority

This regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws § 38-2-1 *et seq.*

2.3 Public Records Request Procedures

The following information is provided as a resource to anyone who would like to make a public records request at the Narragansett Bay Commission.

PUBLIC RECORDS UNIT: Legal Department

E-MAIL ADDRESS: legal@narrabay.com

2.4 How to Make a Public Records Request:

- A. Any person may make a public records request by contacting the above public records unit. Public records requests must be submitted in writing, unless the requester is seeking records available pursuant to R.I. Gen. Laws § 42-35-2 or for other documents prepared for or readily available to the public. It is suggested, but not required, that requests be submitted on the form provided by the NBC and available at the NBC or online at www.narrabay.com.
- B. A simple but complete description of the records sought must be provided in enough detail so that the records unit can answer the request appropriately. One of the officers from the records unit may ask certain questions in order to better assist you; however, answers to those questions with regard to your identity and the reason for the request do not have to be given.
- C. Normal business hours are from 8:30 AM to 4:00 PM. Any calls or emails made after those hours will be handled the next business day.

- D. Pursuant to R.I. Gen. Laws § 38-2-3, there are times when the public records you seek are not available at the time of your request.
- E. Please be advised that R.I. Gen. Laws § 38-2-3 allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days. We appreciate your understanding and patience.

2.5 Where a Request May Be Made:

- A. Written requests for public records may be made:
 - 1. by email, to legal@narrabay.com,
 - 2. by letter, addressed to the Public Records Unit - Legal Department,
 - 3. or in person, at the Narragansett Bay Commission, One Service Road, Providence, RI 02905.
- B. Requests for documents readily available to the public may also be made by phone, 401-461-8848 Ext. 395.
- C. If a request is made to inspect records in person, the request may not be able to be immediately satisfied. The Narragansett Bay Commission may ask that you come back at another time after the appropriate person can compile the records and redact any confidential information if necessary. However, the future date will comply with the time limits set by R.I. Gen. Laws Chapter 38-2.

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