



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Corrections
Rhode Island Parole Board
40 Howard Avenue
Cranston, Rhode Island 02920

RHODE ISLAND PAROLE BOARD
AND SEXUAL OFFENDER COMMUNITY NOTIFICATION UNIT
ACCESS TO PUBLIC RECORDS ACT

The Rhode Island Parole Board is committed to complying with the Access to Public Records, as applicable, in an expeditious and courteous manner.

- Procedures governing the Parole Board can be found in Rhode Island General Laws § 13-8-1 et. seq.
- A copy of the Rhode Island Parole Board Guidelines can be found on our website <http://www.paroleboard.ri.gov/index.php> Requests for a copy of the Guidelines can be made to the Parole Board Administrator at the telephone and address above.
- Information about open meetings of the Parole Board may be found on the Rhode Island Secretary of State website <https://opengov.sos.ri.gov/boards?EntityID=2465&SelectUser=>
- To search open meetings of the Rhode Island Parole Board, please go to <https://opengov.sos.ri.gov/openmeetings>
- A listing of inmates scheduled for parole consideration can be found on our website <http://www.paroleboard.ri.gov/eligibility/> and a listing is also published in The Providence Journal at the beginning of each month.
- Under the Rhode Island Supreme Court case of Bernard v. Vose, 730 A.2d 30 (R.I. 1999), records of the Rhode Island Parole Board are not public records within the meaning of the Access to Public Records Act.

TELEPHONE: To reach us by telephone for a public records request please call the number below and ask to be connected to the Parole Board Administrator.

WRITTEN REQUESTS: Written requests for public records of the Rhode Island Parole Board or its Sexual Offender Community Notification Unit must be mailed to the Board Administrator, which is the person within the Rhode Island Parole Board designated to handle these matters, at our mailing address, listed above.

HOURS OF OPERATION: Our regular business hours are 8:30 a.m. to 4:00 p.m.

- Persons requesting to access public records are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
- In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form (below) or otherwise submit your request in writing to the Board Administrator at the address above.
- If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact the Parole Board Administrator to make your request.
- Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
- If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. You may also file a lawsuit in Superior Court.

Thank you.

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**RHODE ISLAND PAROLE BOARD
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

**** OFFICE USE ONLY ****

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ copies _____ search and retrieval

Forward this Document to the PAROLE BOARD ADMINISTRATOR

If you desire to pick up the records, they will be available on _____ at the Parole Board Office (40 Howard Avenue, Mathias Building #56, Cranston, RI 02920). If, after review of your request, the PAROLE BOARD determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Board reserves its right to claim such exemption.

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

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