



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 <https://paroleboard.ri.gov/> under Resources. 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 currently scheduled for parole consideration can be found on our website <https://paroleboard.ri.gov/parole-eligibility-public-comment> 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.

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**Mailing Address:**  
40 Howard Ave, Mathias #56  
Cranston, RI 02920  
(401) 462-0900

**Fax:**  
(401) 462-0915

**E-mail:**  
[DOC.parolebd@doc.ri.gov](mailto:DOC.parolebd@doc.ri.gov)

**TELEPHONE:** To reach us by telephone for public records requests please call our main 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 may be mailed, faxed, or e-mailed to the Board Administrator, which is the person within the Rhode Island Parole Board designated to handle these matters. A Records Request Form is below (p.3).

**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 they 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 on our website <https://paroleboard.ri.gov/resources> or otherwise submit your request in writing, as 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.
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**RHODE ISLAND PAROLE BOARD  
& Sex Offender Community Notification Unit**

**PUBLIC RECORDS REQUEST FORM**

**UNDER THE ACCESS TO PUBLIC RECORDS ACT (APRA)**

*You may send this request by mail, fax, or e-mail.*

Date \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you wish to pick up the records from the Parole Board office, they will be available on or after \_\_\_\_\_ . If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the APRA, the Board reserves its right to claim such exemption. Thank you.

**OFFICE USE ONLY:**

Request received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available by: \_\_\_\_\_ Mail: \_\_\_\_\_ Pick up \_\_\_\_\_

Cost: \_\_\_\_\_ Copies \_\_\_\_\_ Search and retrieval

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