

ACCESS TO PUBLIC RECORDS REQUEST GUIDELINES

Rhode Island Office of the Postsecondary Commissioner (OPC)
560 Jefferson Boulevard, Suite 100, Warwick, RI 02886
401-736-1100



The Rhode Island Council on Postsecondary Education (“Council”) and the Rhode Island Office of the Postsecondary Commissioner (“OPC”) adhere to the Access to Public Records Act ([RIGL § 38-2-1, et seq.](#)) and have instituted the following procedures to help you obtain public records regarding the Council and OPC.

Please note that requests for public records maintained at the University of Rhode Island, Rhode Island College, or the Community College of Rhode Island should be directed to those institutions.

- 1) The contact person for public records is Nicole Shaffer-Thomas, Director of Communications and Outreach: nicole.shaffer-thomas@riopc.edu, 401-736-1100.
- 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 [OPC request form](#). Additional copies of this form may be printed from the OPC website.
- 3) Requests to inspect public records can be mailed or dropped off at
Office of the Postsecondary Commissioner
560 Jefferson Blvd, Suite 100
Warwick, RI 02886
Attn: APRA Request
Office Hours: 8:30am-4:30pm

Or faxed to OPC at 401-732-3541.
- 4) You 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.
- 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 Commissioner of Postsecondary Education. If you are still not satisfied, you may file a complaint with the Department of the Attorney General or the Superior Court (see [RIGL § 38-2-8](#)).
- 7) The Rhode Island Council on Postsecondary Education and the Office of the Postsecondary Commissioner are committed to providing you with public records in an expeditious and courteous manner.