

ACCESS TO PUBLIC RECORDS REQUEST

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



Requestor Contact Information:			
Date:			
Name: (optional)			
Address: (optional)			
Phone: (optional)		Fax: (optional)	
Email: (optional)			
Request Details:			
Preferred method of receiving records:			
Requested records:			
Are records sought for the purposes of pending litigation involving RI Board of Education, RI Council on Postsecondary Education, RI Office of the Postsecondary Commissioner, University of Rhode Island, Rhode Island College, and/or Community College of Rhode Island? (optional)			
Requests are accepted:			
In person or Mail 560 Jefferson Blvd, Suite 100 Warwick, RI 02886 Attn: APRA Request Office hours: 8:30am-4:30pm	Fax 401-732-3541	Email nicole.shaffer-thomas@riopc.edu Nicole Shaffer-Thomas Director of Communications and Outreach Subject line: APRA Request	
Office Use Only			
Request number:		Cost to search:	
Request taken by:		Cost to copy/ scan:	
Date/time received:		Cost to deliver:	
Records to be available on:		Total costs for request:	

If, after review of your request, OPC determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act ([RIGL §38-2-2\(4\)A-AA](#)), OPC reserves the right to claim such an exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request and the records you requested. Thank you.