



**RHODE ISLAND BOARD OF GOVERNORS
FOR HIGHER EDUCATION
AND
RHODE ISLAND OFFICE OF HIGHER EDUCATION**

PUBLIC RECORDS REQUEST
POLICY & PROCEDURES

The Rhode Island Board of Governors for Higher Education (“RIBGHE”) and the Rhode Island Office of Higher Education (“RIOHE”) have instituted the following procedure to help you obtain public records regarding the RIBGHE or the RIOHE.

1. The contact person for Public Records is Ronald A. Cavallaro, General Counsel, 401-456-6006.
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 request form attached to this document.
3. Requests to inspect public records can be mailed or dropped off at the Rhode Island Board of Governors for Higher Education, The Shepard Building, 80 Washington Street, Ste. 450, Providence, RI 02903, and directed to Ronald A. Cavallaro, General Counsel. To make a public records request by e-mail or facsimile, please contact Ronald A. Cavallaro, General Counsel, rcavallaro@ribghe.org.
4. Additional copies of this form are available on the RIBGHE’s website.
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 Higher Education. If you are still not satisfied, you may file a complaint with the Department of Attorney General or the Superior Court. See R.I.G.L. §38-2-8.
7. The Rhode Island Board of Governors for Higher Education and the Rhode Island Office of Higher Education are committed to providing you with public records in an expeditious and courteous manner.



**RHODE ISLAND OFFICE OF HIGHER EDUCATION
AND RHODE ISLAND BOARD OF GOVERNORS
FOR HIGHER EDUCATION**

REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____
Request to Inspect Records: _____ Request to Copy Records: _____
Name (optional): _____
Address (optional): _____

Telephone (optional): _____
E-mail address (optional): _____
Requested Records: _____

(Optional) Records requested ARE _____ ARE NOT _____ sought for the purposes of pending litigation involving the RIBGHE, RIOHE, Rhode Island College, The Community College of Rhode Island, or the University of Rhode Island.

FORMAT REQUESTED:

Paper: _____ FAX: _____ E-MAIL (if available) _____

If, after review of your request, the RIBGHE/RIOHE determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen Laws §38-2-2(4)(A) through (Y), the RIOHE/RIBGHE reserves its right to claim such exemption.

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

Please forward this Document to the Office of the General Counsel, Ronald A. Cavallaro

Thank you.