

PERSONNEL APPEAL BOARD

PUBLIC RECORDS REQUEST GUIDELINES

The Personnel Appeals Board adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, *et. seq.*, and has instituted the following procedures for the public to obtain public records.

1. To reach us by telephone please call (401) 222-1280 and ask to be connected to the PAB Administrative Assistant, Donna Conway. Requests for records must be mailed to the Personnel Appeal Board which designated to handle these matters, except as provided in paragraph 4. The mailing address is: Personnel Appeal Board, Department of Administration, One Capitol Hill, Providence, Rhode Island 02908. Requests may also be hand delivered to the Personnel Appeal Board, Department of Administration, One Capitol Hill, Providence, Rhode Island 02908 or requests may be emailed to donna.conway@doa.ri.gov.
2. The regular business hours of the Personnel Appeal Board are 8:30 a.m. to 4:00 p.m.
3. 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.
4. 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 located at the front desk, or on our website, www.pab.ri.gov or otherwise submit your request in writing. 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 an attorney in the Open Government Unit to make your request.
5. 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.
6. If you feel that you have been denied access to public records, you have the right to file a review petition with the Personnel Appeal Board. You may also file a lawsuit in Superior Court.
7. The Personnel Appeal Board is committed to providing you with public records in an expeditious and courteous manner

**PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

E-Mail Address _____

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 _____

Personnel Appeal Board - Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the front desk. If, after review of your request, we determine that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, we reserve our 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 receptionist at the front desk of the date you made the request, records requested and request number.

Thank you.