

State of Rhode Island
OFFICE OF THE CHILD ADVOCATE



JOHN O. PASTORE CENTER
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Cranston, RI 02920
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Acting Child Advocate

PUBLIC RECORDS REQUEST GUIDELINES

The Office of the Child Advocate 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) 462-4300 and ask to be connected to the Designated Public Records Officer. Requests for records must be mailed to the Office of the Child Advocate except as provided in paragraph 5. The mailing address is: Office of the Child Advocate, ATTN: Designated Public Records Officer, 6 Cherrydale Court, Cottage 43 Cranston, RI 02920. Requests may also be hand delivered to the Office of the Child Advocate or requests may be emailed to Diana.Robbins@doa.ri.gov and/or Katelyn.Medeiros@doa.ri.gov.
2. 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.
3. 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 on our website, <http://www.child-advocate.ri.gov/> or otherwise submit your request in writing. In lieu of completing the form, please provide your name and contact information in order to clarify any questions or concerns that may arise pertaining to your request. To the greatest extent possible, clearly describe and numerically itemize each requested document or item. Please provide the office with instructions pertaining to the method you would prefer to receive the

information. For example, write whether you would prefer to have the requested materials mailed or emailed to you.

4. 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.

5. 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 Designated Public Records Officer at (401) 462-4300.