





## **Narragansett Bay Commission Public Records Requests Procedure**

The following information is provided as a resource to anyone who would like to make a public records request at the Narragansett Bay Commission.

PUBLIC RECORDS UNIT: Legal Department

E-MAIL ADDRESS: [legal@narrabay.com](mailto:legal@narrabay.com)

### **HOW TO MAKE A PUBLIC RECORDS REQUEST:**

Any person may make a public records request by contacting the above public records unit. A simple but complete description of the records sought must be provided in enough detail so that the records unit can answer the request appropriately. One of the officers from the records unit may ask certain questions in order to better assist you; however, answers to those questions with regard to your identity and the reason for the request do not have to be given. Normal business hours are from 8:30 AM to 4:00 PM. Any calls or emails made after those hours will likely be handled the next business day. 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, which can be extended an additional twenty (20) business days for "good cause". We appreciate your understanding and patience.

### **WHERE A REQUEST MAY BE MADE:**

Public records requests may be made by phone, 401-461-8848 ext. 395, by email at [legal@narrabay.com](mailto:legal@narrabay.com), by letter, addressed to the Public Records Unit- Legal Department, or in person at the Narragansett Bay Commission, One Service Road, Providence, RI 02905. If a request is made to inspect records in person, the request may not be able to be immediately satisfied. The Narragansett Bay Commission may ask that you come back at another time after the appropriate person can compile the records and redact any confidential information if necessary. However, the future date will comply with the time limits set by the applicable public records law.

**NARRAGANSETT BAY COMMISSION**

**One Service Road, Providence, RI 02905**

**(401) 461-8848 ext. 395**

**E-mail Address: [legal@narrabay.com](mailto:legal@narrabay.com)**

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

If you would like to make a request using this written form, please fill it out and either e-mail, mail, or hand deliver to the Narragansett Bay Commission to the attention of the Legal Department.

Date: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Address (optional): \_\_\_\_\_

\_\_\_\_\_

Telephone (optional): \_\_\_\_\_

Email (optional): \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***This form is optional and only provided for your convenience. Pursuant to the Public Records Act requests do not have to be made in writing.***

---

Office Use

Date Received: \_\_\_\_\_