

Releasing DCYF Mailing Lists and Disseminating Info. for Other Agencies Policy

Policy: 300.0010

Effective Date: January 22,1990 Version: 1

The Department maintains a variety of mailing lists which are utilized to disseminate necessary and/or valuable information to its service providers and other involved and interested individuals and agencies. Occasionally, other State agencies and private agencies and organizations request one or more of the Department's mailing lists (i.e. listings of foster care providers, day care providers, human service agencies, residential care providers, etc.).

According to Rhode Island General Law (38-2-2), the Department's mailing lists are considered to be public records. State law defines public records as "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency". Information which identifies clients of the Department or the personnel records of employees of the Department is not subject to public access.

On occasion, certain public and private agencies and organizations request that the Department mail informational fliers or other materials to DCYF employees or service providers who are included on one or more of the Department's mailing lists.

In accordance with State law (RIGL 38-2-4), the Department can recover costs for copying documents. The cost per copied page may not exceed fifteen (\$.15) cents per page and hourly costs for search and retrieval may not exceed fifteen (\$15.00) dollars per hour. No costs may be charged for the first ten minutes of search or retrieval and the agency must provide an estimate of the cost of a request for documents prior to providing copies.

The Department provides its mailing lists to and mails information for other State and Federal agencies and organizations, if the information will benefit staff and/or clients, at no charge. All other agencies and organizations are subject to a fee for these services.

All requests for the Department's mailing lists and for the Department to mail information for other agencies are directed to the Chief of Staff. Final approval for all requests will be provided by the Director.

Related Procedure...

[Releasing DCYF Mailing Lists and Disseminating Information for Other Agencies](#)

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Procedure From Policy 300.010: Releasing DCYF Mailing Lists and Disseminating Information for Other Agencies

- A. All requests for the Department's mailing lists and/or for the Department to mail information for other agencies and organizations are referred to the Regional/Assistant Director of the division which receives the request.
- B. The Regional/Assistant Director forwards the request to the Chief of Staff, who determines if the Department can accommodate the request in accordance with State law and DCYF policy.
- C. The Chief of Staff confers with DCYF Legal Counsel if it is questionable whether or not the information being requested is subject to public access.
- D. The Chief of Staff determines if a fee will be charged to the requesting agency or organization.
- E. The Director or designee provides final approval.
- F. The Chief of Staff informs the Regional/Assistant Director of the decision and provides an estimate if a fee is to be charged.
- G. Chief of Staff or designee informs requesting agency or organization of the following:
 - 1. Requested service will be provided by the Department upon receipt of payment.
 - 2. Checks are made payable to the General Treasurer of Rhode Island and are forwarded to:

RI Department of Children, Youth and Families
Division of Management and Budgeting
101 Friendship Street
Providence, RI 02903-3716