

RHODE ISLAND AIRPORT CORPORATION

PUBLIC RECORDS REQUEST GUIDELINES

The Rhode Island Airport Corporation (RIAC) 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 RIAC's Official Records Keeper by telephone please call (401) 737-4000 and ask to be connected to with Brian C. Schattle, CFO.
2. The regular business hours of RIAC are 8:30 a.m. to 4:00 p.m. If you come in after regular business hours, please complete the Public Records Request Form at the Information desk located between the two central doors on the first floor of the airport terminal at T.F. Green State Airport and it will be given to Mr. Schattle the following day.
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 <http://www.pvdairport.com> or otherwise submit your request in writing.
5. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://www.riag.ri.gov> (then proceed to the link entitled "Open Government").
6. 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.
7. If you feel that you have been denied access to public records, you have the right to file a review petition with the President and CEO of RIAC or with the Rhode Island Attorney General. You may also file a lawsuit in Superior Court.

8. RIAC is committed to providing you with public records in an expeditious and courteous manner.

EFFECTIVE DATE

The foregoing “Public Records Request Guidelines” after due notice, are hereby adopted and filed with the Secretary of State this ____ day of September 2012, to become effective twenty (20) days thereafter, in accordance with the provisions of Chapters 42-35 of the General Laws of Rhode Island, 1956.

Peter Frazier, Acting President and CEO
Rhode Island Airport Corporation

Notice Given On: August 14, 2012
Public Hearing Not Requested or Held
Filing Date: September 19, 2012
Effective Date: October 9, 2012

Appendix Form: Public Records Request Form

RHODE ISLAND AIRPORT CORPORATION

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____
Name (optional) _____
Address (optional) _____

Telephone (optional) _____
Requested Records: _____

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.

Thank you.