



CENTRAL FALLS HOUSING AUTHORITY

30 WASHINGTON STREET

Central Falls, RI 02863

Main Office (401) 727-9090

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TDD 1-800-545-1833, ext. 404

The Central Falls Housing Authority has instituted the following procedures to comply with the State of Rhode Island's Access to Public Records Act, R. I. Gen. Laws § 38-2-1, *et seq.*, and to help you obtain public records.

1. A request or copy or inspect Public records of the Central Falls Housing Authority may be presented in writing or orally to the Authority's Public Records Officers: Bridgett Duquette, Executive Director or Erin Cowdell, Executive Administrative Assistant at 401-727-9090.
2. The regular business hours of the Authority are Monday, Tuesday and Thursday from 8:30 a.m. to 4:30 p.m., Wednesday from 8:30 a.m. to 5:30 p.m. and Friday from 8:30 a.m. to 2:30 p.m.
3. The Authority may ask you the reason for your request as it is regular course of business. However, you are not required to provide identification or the reason you seek the information, and your to access public records will not depend upon providing identification or reasons.
4. In order to ensure compliance with the Access to the Public Records act and to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form located at the front desk or on our website: <http://www.cfhousing.org>. This form is provided to assist in the identification of the requested documents and ensure that we provide you with the requested information. RIGL section 38-2-3(a). However, you are not required to complete or submit this form.
5. For additional information regarding your rights, you may obtain the Attorney General's Guide to Open Government, which can be found at: <http://www.riag.rigov/civil/opengovernment>
6. 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.
7. If after review of your request, the Central Falls Housing Authority determines that the requested records are exempt from disclosure per RIGL 38-2-2(5)(i)(A-Y), Central Falls Housing reserves its right to claim such exemption.
8. If you feel you have been wrongly denied access to public records, you have the right to file a review petition with the Attorney General of Rhode Island or file a lawsuit in the Superior Court for Providence County.
9. Central Falls Housing may charge a fee of \$0.15 per page for copies and or \$15.00 per hour, after the first (1st) hour, for search and/or retrieval of those documents that are not readily available to the public.
10. The Housing Authority is committed to providing you with access to public records in an expeditious and courteous manner.
11. Central Falls Housing Authority is not obligated to produce for inspection or for copying any records that are not maintained or in the possession of the Central Falls Housing Authority.

