

ACCESS TO PUBLIC RECORDS REQUEST

Rhode Island Office of the Postsecondary Commissioner (OPC) and  
 Rhode Island Council on Postsecondary Education  
 80 Washington St., 2nd Floor, Providence, RI 02903  
 401-736-1100



<b>Requestor Contact Information:</b>			
Date:			
Name: (optional)			
Address: (optional)			
Phone: (optional)		Fax: (optional)	
Email: (optional)			
<b>Request Details:</b>			
Preferred method of receiving records:			
Requested records:			
Are records sought for the purposes of pending litigation involving R.I. Board of Education, R.I. Council on Postsecondary Education, R.I. Office of the Postsecondary Commissioner, Rhode Island College, and/or Community College of Rhode Island? (optional)			
<b>Requests are accepted:</b>			
<b>In person or by mail</b> 80 Washington St. 2nd Floor Providence, RI 02903 Attn: APRA Request Office hours: 8:30 am - 4:00 pm		<b>By email</b> <a href="mailto:Jackie.Xiong@riopc.edu">Jackie.Xiong@riopc.edu</a>  Subject line: APRA Request	
<b>Office Use Only</b>			
Request number:		Cost to search:	
Request taken by:		Cost to copy/ scan:	
Date/time received:		Cost to deliver:	
Records to be available on:		Total costs for request:	

If, after review of your request, OPC determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act ([RIGL §38-2-2\(4\)A-AA](#)), OPC reserves the right to claim such an exemption.

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 and the records you requested. Thank you.