



Access to Public Records Request Policy

The Rhode Island Resource Recovery Corporation (Resource Recovery) has instituted the following procedure to help you to obtain public records.

1. The contact person for a Public Records request is Resource Recovery's Public Records Officer.
2. To reach us by telephone, please call (401) 942-1430 and ask to be connected to the Public Records Officer.
3. The regular business hours of Resource Recovery's administrative offices are Monday through Friday, 8:00 A.M. to 4:30 P.M. If you come into our offices during business hours, please complete the Public Records Request Form and it will be given to the Public Records Officer the following business day.
4. Requests to inspect public records can also be mailed to our administrative offices located at 34 Shun Pike, Johnston, Rhode Island 02919, or emailed to administration@rirrc.org, all to the attention of Public Records Officer.
5. Resource Recovery may ask you the reason for your request, as its regular course of business. However, 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.
6. A copy of the Attorney General's Open Government User Guide can be found at <http://www.riag.ri.gov/homeboxes/OpenGov.php>.
7. 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) days for "good cause". We appreciate your understanding and patience.
8. If you feel that you have been denied access to public records, you have the right to petition Resource Recovery's Executive Director for a review of the determination made by the Public Records Officer, and the Executive Director shall make a final determination whether or not to allow public inspection within ten (10) business days after the submission of the review petition.
9. If the custodian of the records or the Executive Director determine that the record is not subject to public inspection, you may file a complaint with the attorney general in accordance with R.I. Gen. Laws § 38-2-8. If you are still not satisfied, you may file a lawsuit in Superior Court.
10. Resource Recovery is committed to providing you with public records in an expeditious and courteous manner.