

# Pascoag Utility District

## Public Records Request Guidelines

Pascoag Utility District is committed to providing you with public records in an expeditious and courteous manner. The Pascoag Utility District has instituted the following procedure to help you obtain public records.

1. To reach us by phone, the contact persons for Public Records is Desarae Dolan, Supervisor of Administration-567-1262 or Morgan Williams, Project Coordinator-567-1258. The mailing address is Pascoag Utility District, PO Box 107, Pascoag, RI 02859. Requests may also be hand delivered to the Pascoag Utility District (253 Pascoag Main Street) or requests may be emailed to [aprarequest@pud-ri.org](mailto:aprarequest@pud-ri.org).
2. The regular business hours of the Pascoag Utility District office are Monday-Wednesday 7:00-3:30pm, Thursday 7:00-7:00pm and Friday 7:00-11:30am.
3. A request form is provided for your convenience and is also available on our website: <https://pud-ri.org/wp-content/uploads/2024/08/Public-Records-Request-Form-Under-the-Access-to-Public-Records-Act.pdf> . You are not required to use our request form, to provide identifying information, or to provide the reason you seek the records. If you do not provide any identifying or contact information, a response to your request will be available no later than 10 business days following your request at the customer service desk (253 Pascoag Main Street) during normal business hours.
4. If you are seeking documents prepared for or readily available to the public and do not wish to submit a written request, you must contact Ms. Dolan or Ms. Williams to make your request.
5. You may obtain a copy of the Attorney General's Guide to Open Government, which can be found at: <https://pud-ri.org/wp-content/uploads/2024/08/APRA-OMA-Booklet.pdf>
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 and up to 20 additional days with "good cause" as long as you are notified of the extension within the first ten business days. These times may be tolled pending a request for prepayment or clarification. We appreciate your understanding and patience.
7. There may be a cost to you associated with your request. There is a charge of \$.15 per page for records as well as a charge of \$15 per hour for research and retrieval, after the first hour, which is provided free.
8. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. Any withholding or redaction of records constitutes a denial, as does a response from our Office that we do not maintain any records responsive to your request. If you are still not satisfied, you may file a lawsuit in Superior Court.

A copy of the Public Request Guidelines was given to Request Number: \_\_\_\_\_ on \_\_\_\_\_.

Witnessed by: \_\_\_\_\_