Appendix A

Request to Inspect and/or Copy Public Records

Access to Public Records
State of Rhode Island, Department of Administration
Division of Purchases
One Capitol Hill, Providence Rhode Island, 02908
www.purchasing.ri.gov
Tel: (401) 574-8100
Fax: (401) 574-8387

Pursuant to Chapter 38-2 entitled “Access to Public Records”

A request for public records need not be made on this form and may be made verbally, as long as the request is otherwise readily identifiable as a request for public records. In making a records request, a person is not required to provide personally identifiable information about him/herself. Copies of this form may be obtained at Division of Purchases or at www.purchasing.ri.gov.

Request to inspect: ______________ Request to Obtain Copies:___________

REQUESTOR’S INFORMATION:

REQUESTOR: ______________________________________________________________
NAME OF BUSINESS: _________________________________________________________
STREET ADDRESS: ___________________________________________________________
CITY, STATE & ZIP CODE: ____________________________________________________
TELEPHONE NO: ______________________________ FAX NO: ______________________
E-MAIL ADDRESS: ___________________________________________________________

RECORDS REQUESTED:

Title/Document ID # (Insert Bid/RFP Number, Purchase Order Number, etc.):_____________________

Description of records requested. If you need more space, attach a separate sheet to this form.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

FORMAT REQUESTED: _______ Paper _________ Fax __________Electronic _____

SIGNATURE OF REQUESTOR: ______________________________
PRINTED NAME: _________________________________________
DATE: __________________________________________________