

ACCESS TO PUBLIC RECORDS ACT - PROCEDURE

CUMBERLAND HOUSING AUTHORITY PUBLIC RECORDS REQUEST GUIDELINES

1. A request to copy or inspect public records of the Cumberland Housing Authority may be presented orally or in writing to the Public Records Officer; Joan Penswick, Deputy Director.
2. In order to ensure compliance with the Access to Public Records Act and in order to provide you with the public records in the most efficient manner, please complete the Public Records Request Form. This form is provided solely for your convenience. RIGL section 38-2-3(a).
3. The Access to Public Records Act allows a public body 10 days to respond, which can be extended an additional 20 days for “good cause” [RIGL 38-2-3(e)]. In such an instance a response will be provided within 30 days of receipt of request.
4. If after review of your request Cumberland Housing Authority determines that the requested records are exempt from disclosure per RIGL 38-2-2(5)(i)(A-Y) Cumberland Housing reserves its right to claim such exemption.
5. If your request, or any part thereof, is denied you will be notified in writing stating the specific reason for the denial. You have the right to appeal to the Executive Director of Cumberland Housing Authority per RIGL 38-2-8.
6. Cumberland Housing may charge a fee of \$ 0.15 per page for copies and or \$15.00 per hour, after the 1st hour, for search and/or retrieval of those documents that are not readily available to the public.
7. Cumberland Housing is not obligated to produce for inspection or for copying any records that are not maintained or in the possession of the Cumberland Housing Authority.