

## **RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY PUBLIC RECORDS REQUEST GUIDELINES**

The Rhode Island Turnpike and Bridge Authority (“RITBA”) adheres to the Access to Public Records Act, R.I. Gen. Laws § 38-2-1, et seq., and has instituted the following procedures for the public to inspect and/or copy public records.

1. If you have any questions you may contact RITBA’s Official Records Keeper. Please call (401) 423-0800 and ask to be connected with Marianne Durgin, Executive Assistant to the Director. The regular business hours of RITBA are Monday – Friday, 8:30 AM to 4:30 PM. Ms. Durgin can also be reached via email at [mdurgin@ritba.org](mailto:mdurgin@ritba.org).
2. You are not required to provide identification or the reason you seek the information, and your right to inspect and/or copy public records will not depend upon providing identification or reasons for the request.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form (below) and submit it to us via email to [FOIR@ritba.org](mailto:FOIR@ritba.org) or otherwise submit your request in writing. The RITBA Public Records Request Form is also available at the E-ZPass Customer Service office. It can be filled out and submitted during regular E-ZPass business hours. (Monday to Friday, 8:00 AM to 6:00 PM and Saturday, 8:00 AM to 2:00 PM).
4. 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) business days for "good cause." We appreciate your understanding and patience.
5. If you feel that you have been denied access to public records, you have the right to file a review petition with the Executive Director of RITBA or with the Rhode Island Attorney General. You may also file a lawsuit in Superior Court.
6. RITBA is committed to honoring your right to inspect and/or copy public records in an expeditious and courteous manner.

## **RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY PUBLIC RECORDS FEE GUIDELINES**

The Rhode Island Turnpike and Bridge Authority (“RITBA”) will provide copies of public records electronically, by facsimile, by mail, or by pick up by requesting party. The requesting party may be responsible for the cost of delivery, if any. RITBA may charge a fee not to exceed fifteen cents (\$0.15) per copied page for records that can be copied on business or legal size paper. RITBA may charge no more than the reasonable actual cost for providing electronic records or retrieving records from storage. A reasonable charge may be made for the search and retrieval of records. Hourly charges for search and retrieval and copying may not exceed fifteen dollars (\$15.00) per hour, but no costs will be charged for the first hour. Upon request, RITBA will provide an estimate of the costs. RITBA may require that the requesting party pre-pay the estimated costs prior to engaging in the search and retrieval of records. The production of records will not be deemed untimely if the Authority is waiting receipt of payment for costs properly charged under the Act. Upon request, RITBA will provide a detailed itemization of the potential costs charged for the search and retrieval of records. Whenever possible, RITBA will do everything to minimize the potential costs to any and all requests.

# RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY PUBLIC RECORDS REQUEST FORM

(Copies of public records will be provided electronically, by mail, FAX, or by pickup by requesting party)

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CONTACT: RITBA MAIN OFFICE PHONE: 401-423-0800

E-MAIL: [FOIR@ritba.org](mailto:FOIR@ritba.org)

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**Date:** \_\_\_\_\_

**Name of Person Making Request (Optional):** \_\_\_\_\_

**Address of Person Making Request (Optional):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number (Optional):** \_\_\_\_\_

**FAX Number (Optional):** \_\_\_\_\_

**E-Mail Address (Optional):** \_\_\_\_\_

**Title of Document(s) Requested to be Inspected or Copied:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Description of Subject Matter of Document(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request is Made to:**

**Inspect Only**

**Obtain Copies**

**Note: If RITBA determines that the requested records are exempt from disclosure in accordance with the Access to Public Records Act, RITBA reserves its right to claim such exemption.**