

A18. PUBLIC INFORMATION

Bristol County Water Authority Amended and Restated Procedure for Processing Requests under the Access to Public Records Act

Bristol County Water Authority has received a number of requests to inspect and/or copy public records under the Access to Public Records Act (the "Act"). R.I. Gen. Laws § 38-2-1 et seq. These requests have been made by telephone inquiry, through e-mail correspondence, by letter sent via facsimile and by regular mail. To insure all requests for access to public records are received by the proper individual and are addressed in a timely manner under the Act, the following procedures shall apply to all persons making requests under the Act.

With the exception of requests for public information available pursuant to § 42-35-2 of the Rhode Island General Laws, or other documents prepared for the public, or readily available to the public, all requests to access public records must be in writing, addressed to the Executive Director and be clearly marked as "Request for Public Records."

All requests must be physically delivered, either in hand or by U.S. mail, registered mail, overnight courier service or other type of courier service, to the office of the Bristol County Water Authority at 450 Child Street, Warren, Rhode Island 02885. The Bristol County Water Authority will not respond to oral requests or requests made electronically (for example, by e-mail or facsimile).

If Bristol County Water Authority denies a person making a request the right to inspect or copy records, such denial shall be made by the Executive Director, in writing, stating the specific reasons for the denial within ten (10) business days of receiving the request and indicating the procedure for appealing the denial.

In addition to making public records available for inspection, Bristol County Water Authority shall allow copies to be made or provide copies of public records. The amount charged for copies shall be in accordance with the Act. Currently, the cost per page of written documents provided to the public shall not exceed \$.15 per page for documents copyable on common business or legal size paper. In addition, a reasonable charge shall be made for the search and retrieval of public records. Currently, the hourly cost for a search and retrieval shall not exceed \$15.00 per hour, and no cost shall be charged for the first hour of any search or retrieval. The charge for electronic records shall be no more than the reasonable actual cost for providing the same. Upon request, Bristol County Water Authority shall provide a detailed itemization of the costs charged for search and retrieval.

This procedure is intended to comply with the Act and shall be deemed to be amended to so comply with the Act in the event the Act changes with respect to the terms contained herein.

Approved by the Board of Directors on May 27, 2010

P. DeLore 5/28/10