

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: _____