

Appendix B

**RESPONSE TO REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS OF THE
DIVISION OF PURCHASES
PURSUANT TO R.I. Gen. Laws § 38-2-1 et seq.**

Dear _____:

On _____ the Division of Purchases received your Request to Inspect and/or Copy Public Records Pursuant to R.I. Gen. Laws § 38-2-1 et seq. A copy of your request is attached.

A. RESPONSE TO REQUEST:

- GRANTED
- DENIED/DENIED IN PART because the following record(s) which were requested are exempt from disclosure pursuant to the following provisions of law:

- This Division does not have or maintain the requested records.

B. PROCEDURE TO INSPECT/OBTAIN COPIES OF PUBLIC RECORDS BEING RELEASED PURSUANT TO SECTION A ABOVE:

- A copy of the requested records will be mailed to you (or you may call to make an appointment to pick up the records during the Division's normal business hours) upon the Division's receipt of payment of \$ _____ representing the copying costs i.e. \$ _____ and/or search and retrieval fees i.e. \$ _____ pursuant to R.I. Gen. Laws § 38-2-4. Please forward payment to the address listed below.
- A copy of the requested records is enclosed. (Because the number of copied pages was ten (10) or fewer pages and there were no search and/or retrieval fees, there were no fees associated with the Division's response to your request.)
- The requested records are available for inspection in the Division of Purchases between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, at the address specified below. Please call to arrange an appointment. The search and retrieval costs associated with the request to inspect is \$ _____. That amount is payable at the time of the appointment to inspect the records.
- Not Applicable.

C. If your request, or any part thereof, is denied, you have the right to appeal to the Divisions' Chief Administrative Officer. If your appeal is denied, you have the right to appeal to the Attorney General or the Superior Court.

DATED: _____ SIGNATURE: _____

Checks should be made out to "General Treasurer, State of Rhode Island". Mail or hand deliver checks to:

Department of Administration
Division of Purchases
One Capitol Hill 2nd Floor
Providence, Rhode Island 02908