

Pascoag Utility District
Public Request Guidelines

The Pascoag Utility District has instituted the following procedure to help you obtain public records.

1. To reach us by phone, the contact persons for Public Records is Desarae Dolan, Supervisor of Administration-567-1262 or Morgan Williams, Project Coordinator-567-1258. The mailing address is Pascoag Utility District, PO Box 107, Pascoag, RI 02859. Requests may also be hand delivered to the Pascoag Utility District (253 Pascoag Main Street) or requests may be emailed to **apparequest@pud-ri.org**.
2. The regular business hours of the Pascoag Utility District office are 7:00 a.m. to 3:30 p.m. Monday-Wednesday & Friday. PUD is also open late on Thursday night's from 7:00 a.m. to 7:00 p.m. If you come in on a Thursday evening, please complete the Public Records Request Form at the front desk and it will be given to Ms. Dolan or Ms. Williams the following day.
3. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
4. 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 located in the front office, or on our website, <https://www.pud-ri.org/support/access-public-records> or otherwise submit your request in writing. If you are seeking documents prepared for or readily available to the public and do not wish to submit a written request, you must contact Ms. Dolan or Ms. Williams to make your request.
5. You may obtain a copy of the Attorney General's Guide to Open Government, which can be found at: <http://www.riag.ri.gov/documents/OGS2018Book.pdf>
6. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and up to 20 additional days with "good cause" as long as you are notified of the extension within the first ten business days. We appreciate your understanding and patience.
7. There may be a cost to you associated with your request. There is a charge of \$.15 per page for records as well as a charge of \$15 per hour for research and retrieval, after the first hour, which is provided free.

8. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.
9. Pascoag Utility District is committed to providing you with public records in an expeditious and courteous manner.

A copy of the Public Request Guidelines was given to Request Number: _____ on _____.

Witnessed by: _____