



Prudence Island Water District
Box 93
Prudence Island, RI 02872

Public Record Request Procedure

The Prudence Island Water District adheres to the Access to Public Records Act, R.I. General Laws §38-2-1, *et seq.*, and has instituted the following procedures for the public to obtain public records from the Water District.

1. To reach us by telephone please call (401) 683-0011 and leave a message for the Operations Manager, the staff person designated to handle these matters. The mailing address is: Prudence Island Water District, ATTN: Operations Manager, PO Box 93, Prudence Island, RI 02872. Requests may also be emailed to info@pih2o.org.
2. 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.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form located on our website, www.pih2o.org, or otherwise submit your request in writing.
4. Please be advised that the Access to Public Records Act allows a public body, such as the Water District, ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause."
5. If you feel you have been denied access to public records, you have the right to file a review petition with the R.I. Attorney General, Open Government Unit, 150 South Main Street, Providence, RI 02903. You may also file a lawsuit in Superior Court.
6. The Prudence Island Water District is committed to providing access to public records in an expeditious and courteous manner.
7. The Water District may charge for the time and expense to retrieve, copy and mail public records when requested.