ACCESS TO PUBLIC RECORDS ACT
PUBLIC RECORDS REQUEST FORM

Mail this form to Records Request, Providence Housing Authority, 100 Broad St, Providence, RI 02903 or email it to records@provhousing.org.
You may also drop it off at 100 Broad Street at the PHA Administrative Offices (there is a drop box outside for contactless drop off).

Date _______________________   Request Number _______________
Name (Optional)__________________________Email (Optional)______________________________
Address (Optional)_________________________________Telephone (Optional)_________________
Requested Records ___________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

If after review of your request the PHA determines that the requested records are exempt from disclosure for a reason set forth in the APRA, the PHA reserves its right to claim such exemption.
The Act permits the PHA to charge reasonable costs to provide public records. The cost per copied page of written documents provided to the public shall not exceed fifteen cents ($0.15) per page for business-page-size documents. Hourly costs for search and retrieval shall not exceed fifteen dollars ($15.00) per hour. The first hour expended regarding new requests is at no cost.

OFFICE USE ONLY

Request taken by: ________________   Request Number ________________
Date: ____________________________   Time ____________________________
Records to be available on ________________  Mail _____  Pick Up _________
Records provided _______________________
Costs: ____________________ Copies ______________  Search and Retrieval ___________