

EXECUTIVE OFFICE OF HEALTH AND
HUMAN SERVICES

RICHARD CHAREST, SECRETARY

Virks Building

3 West Road, Cranston RI 02920

PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

E-Mail Address (optional) _____

Requested Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Assigned to: _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ copies _____ search and retrieval

***Forward this document to the Executive Office of Health and Human Services - ATTN: Judy Greene
(judy.greene@ohhs.ri.gov) or fax (401)-462-1678***

If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Department reserves its right to claim such exemption.

Note: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please contact **Judy Greene** at (401) 462-2326 with the date you made the request and the records requested.

Thank you.