Block Island Tourism Council

PUBLIC RECORDS REQUEST GUIDELINES & REQUEST FORM

The Block Island Tourism Council adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, et. seq., and has instituted the following procedure for the public to obtain public records:

1.The Public Records Officer is Executive Director Jessica Willi, 401-466-5200. The Public Records Officer receives request for records of the Block Island Tourism Council (dba New Shoreham Tourism Council). Our mailing address is Block Island Tourism Council, PO Box 356, Block Island RI 02807 and we are located at the Airport on Center Road, room 101, in Block Island. Requests may be mailed to the PO Box, hand delivered, faxed to (401) 466-5286 or emailed to [bitourism@yahoo.com](mailto:bitourism@yahoo.com).

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 are seeking in an expeditious manner, unless you are seeking documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form attached to these guidelines 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, contact us.

4.You may also obtain the Access to Public Records Act, which summarizes the procedures and your rights to access public records at http://www.riag.ri.gov/civil/opengovernment

5.Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended for an additional twenty (20) business days for “good cause”. We appreciate your understanding and patience.

6.The Tourism Council may charge a research and retrieval fee of $15.00 per hour. Copies are 15¢ per page.

7.If you feel that you have been denied access to public records, you have the right to file a review petition with the Rhode Island Attorney General.

The Block Island Tourism Council is committed to providing you with public records in an expeditious and courteous manner.