

**RHODE ISLAND STUDENT LOAN AUTHORITY
ACCESS TO PUBLIC RECORDS POLICY**

In accordance with Rhode Island General Laws §38-2 et. seq. and §42-35-2(a)(1), the Rhode Island Student Loan Authority (RISLA) has established the following procedures for obtaining access to RISLA's public records.

PUBLIC RECORDS REQUESTS

Requests for public records are handled by the Compliance Department and must be made in writing by using [RISLA's Access to Public Records Act \(APRA\) form](#) available on RISLA's website or a substantial equivalent. Requests can be submitted by email, by mail, or dropped off in person during normal business hours (Monday – Friday, 8:30am – 5:30pm) at:

Compliance Department
935 Jefferson Blvd, Suite 3000
Warwick, RI 02886
Compliance@RISLA.com

Please note the following in relation to any public records requests made to RISLA:

1. You are not required to provide identification or the reason you seek the information.
2. As permitted by Rhode Island General Laws §38-2-4, RISLA may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. In such an event, you will be notified of any potential charges prior to further advancement of the search and retrieval. Please advise that for purposes of search and retrieval costs, multiple requests made by you, or your entity, within thirty (30) days to RISLA shall be considered one (1) request. For that reason, please be as specific as possible when submitting a request.
3. The Access to Public Records Act allows a public body (including RISLA) ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of Rhode Island General Laws § 38-2-3(e).
4. If, after review of your request, RISLA determines that the requested records are exempt from disclosure for a reason set forth in Rhode Island General Laws § 38-2-2(4), RISLA will provide you with the specific reasons for the denial of your request in writing. In such instance, in accordance with Rhode Island General Laws § 38-2-8, you may appeal RISLA's decision to RISLA's Compliance Department or you may file a complaint with the Office of the Attorney General or the Rhode Island Superior Court.
5. RISLA is not obligated to produce for inspection or copying records that are not in its possession and is not required to reorganize, consolidate, or compile data that it does not maintain in the form requested.



Rhode Island Student Loan Authority
935 Jefferson Blvd Suite 3000
Warwick, RI 02886
Phone: 401-468-1700
Fax: 401-468-1745

Access to Public Records Act (APRA) Form

Date:

Name of Person Making Request (Optional):

Address of Person Making Request (Optional):

Telephone Number (Optional):

Email Address (Optional):

Requested Records: (If the description of the requested records is insufficient to allow RISLA to identify and locate the requested records, RISLA may request clarification)

Preferred Format of Response (such as email/postal mail)

Please submit your request via:

Email: Compliance@RISLA.com

Fax: (401) 468-1745

Mail: RISLA

935 Jefferson Blvd, Suite 3000

Warwick, RI 02886

Note: You are not required to provide identifying information or the reason you seek the records. If you do not provide any identifying or contact information, a response to your request may be available (depending on the request) no later than 10 business days following your request at the reception desk at the address above during normal business hours.

As noted in the APRA, a fee may be charged to fulfill your request. If RISLA determines that the requested records are exempt from disclosure in accordance with the APRA, we reserve the right to claim such exemption.