

Rhode Island Department of Children, Youth and Families



**Public Records Request Form
Under the Access to Public Records Act (APRA)
Rhode Island General Laws § 38-2**

Forward this form to the RI Department of Children, Youth and Families
Attn: Deborah Buffi, Esq. Tel. (401) 528-3582
101 Friendship Street, Providence, RI 02903
Legal Office Phone: (401) 528-3550 Fax: (401) 528-3566
Email: Deb.Buffi@dcyf.ri.gov

Date: _____

NAME (optional): _____

ADDRESS (optional): _____

TELEPHONE (optional): _____

E-MAIL ADDRESS (optional): _____

Title and/or Description of Document(s) Requested: _____

FOR OFFICE USE ONLY

Request taken by: _____ Request Assigned to: _____

Date: _____ Time: _____

Records to be available on: _____ Mail: _____ PickUp: _____

Records provided: _____

Costs: _____ Copies: _____ Search & Retrieval: _____

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 Deborah Buffi at (401) 528-3582 with the date you made the request and the records requested.