



CITY OF PROVIDENCE

Brett P. Smiley, Mayor

MEMORANDUM

To: All Department Directors within the City of Providence
From: Jeffrey Dana, City Solicitor
Leonela Felix, Ethics Education and ADA Coordinator
Re: APRA Compliance Procedures
Date: January 5, 2023

In order for the Law Department to be able to provide the City with comprehensive legal support in complying with the Access to Public Records Act (APRA), each City Department shall designate a single point of contact who will be trained in APRA compliance and provide records pursuant to the Act.

Although many departments have already designated one, or several, individuals who fit the following description, our office is asking each department to designate a single individual who will be responsible for:

1. Undergoing the annual training provided by the Attorney General consistent with R.I. Gen. Laws § 38-2-3.2;
2. Receiving additional training by the Public Records Unit of the Solicitor's office on best practices;
3. Becoming fluent in the public records portal "NextRequest";
4. Responding to any requests for records from the public directly in compliance with requirements outlined by the APRA;
5. Responding to inquiries from our office for records in a timely fashion;
6. Deciding on behalf of the Department whether to redact or withhold certain records or information; and
7. Designating a back-up within the Department for times when the designee is unavailable.

Moving forward, the Law Department will no longer be the primary department for collecting, reviewing, redacting, and releasing records to the public from the City. Rather, each department will be responsible for doing so with regard to records from each department. The Law Department will remain a valuable resource in coordinating between departments for requests that involve more than one department, in providing guidance interpreting and complying with the APRA, as well as defending any complaints filed against the City for alleged APRA violations with the Department Directors, the Attorney General, or the Superior Court.

CITY OF PROVIDENCE CITY SOLICITOR'S OFFICE
444 Westminister Street, Suite 220
Providence, RI 02903
(401)-680-5333

In the upcoming weeks, the Public Records Unit will hold trainings for those designees and bring them up to speed regarding their obligations under the APRA. In the meantime, I would appreciate if you could please email Leonela Felix (lfelix@providenceri.gov), of the Public Record's Unit with the name of your designee on or before January 23, 2023.