

Department of Behavioral Healthcare,  
Developmental Disabilities & Hospitals  
Director's Office  
14 Harrington Road, Cranston, RI 02920-3080

PUBLIC RECORDS REQUEST FORM  
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: \_\_\_\_\_ Request Number: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Address (optional): \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

Requested Records: \_\_\_\_\_

**Kindly forward this request to:**  
**Behavioral Healthcare, Developmental Disabilities & Hospitals**  
**Office of the Director – Attention Randal Edgar**  
**Barry Hall, 14 Harrington Road, Cranston, RI 02920**  
**Facsimile: (401) 462-3204 Email: [Randal.Edgar@bhddh.ri.gov](mailto:Randal.Edgar@bhddh.ri.gov)**

**OFFICE USE ONLY**

Request taken by: \_\_\_\_\_ Request Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available: \_\_\_\_\_ Mail: \_\_\_\_\_ Pick up: \_\_\_\_\_

Records Provided: \_\_\_\_\_

Costs: \_\_\_\_\_ Copies: \_\_\_\_\_ search and 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 Randal Edgar at (401) 462-3405 with the date you made the request and the records requested.