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An Audit of Compliance with the Rhode Island Public  
Records Laws

September 15, 2014

## Summary Tables

**Table 26: State and quasi-public agencies, summary of APRA compliance**

| Agency                                                | 2014 AG certified | Written APRA procedure        | APRA procedure online |
|-------------------------------------------------------|-------------------|-------------------------------|-----------------------|
| Airport Corporation                                   | No (VIOLATION)    | Yes                           | Yes                   |
| Board of Elections                                    | No (VIOLATION)    | Yes                           | Yes                   |
| Commerce Corporation                                  | Yes               | Yes                           | Yes                   |
| Department of Administration                          | No (VIOLATION)    | Yes                           | Yes                   |
| Department of Business Regulation                     | No (VIOLATION)    | Yes                           | Yes                   |
| Department of Corrections                             | No (VIOLATION)    | Yes                           | Yes                   |
| Department of Education                               | No (VIOLATION)    | Yes                           | Yes                   |
| Department of Health                                  | Yes               | Yes                           | Yes                   |
| Department of Labor and Training                      | No (VIOLATION)    | Yes                           | Yes                   |
| Department of Public Safety                           | Yes               | Yes                           | Yes                   |
| Department of Revenue                                 | Yes               | Yes                           | Yes                   |
| Department of Transportation                          | Yes               | Yes                           | Yes                   |
| Division of Motor Vehicles                            | Yes               | Yes                           | Yes                   |
| General Assembly                                      | No (VIOLATION)    | Yes                           | Yes                   |
| Judiciary                                             | Yes               | Yes                           | Yes                   |
| Lottery Commission                                    | Yes               | Yes                           | Yes                   |
| Office of Auditor General                             | No (VIOLATION)    | Failed to respond (VIOLATION) | No (VIOLATION)        |
| Office of the Attorney General                        | Yes               | Yes                           | Yes                   |
| Office of the General Treasurer                       | Yes               | Yes                           | Yes                   |
| Public Transit Authority (RIPTA)                      | Yes               | Yes                           | Yes                   |
| Rhode Island Housing and Mortgage Finance Corporation | No (VIOLATION)    | Yes                           | Yes                   |
| Rhode Island State Police                             | Yes               | Yes                           | Yes                   |
| Secretary of State                                    | Yes               | Yes                           | Yes                   |
| Turnpike and Bridge Authority (RITBA)                 | Yes               | Yes                           | Yes                   |

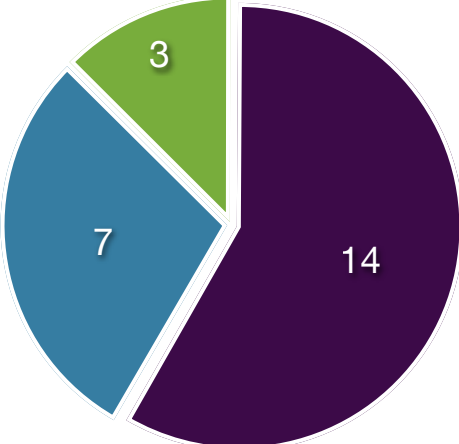
*Note that the Rhode Island State Police received additional requests submitted to all police departments in Rhode Island which are not represented in the table above.*

**Table 27: State and quasi-public agencies, summary of APRA response time**

| Agency                                                | Response violations | Response days: APRA procedures | Response days: contracts | Response days: payout data |
|-------------------------------------------------------|---------------------|--------------------------------|--------------------------|----------------------------|
| Airport Corporation                                   | 0                   | 6                              | 5                        | 9                          |
| Board of Elections                                    | 0                   | 1                              | 2                        | 2                          |
| Commerce Corporation                                  | 0                   | 1                              | 10                       | 10                         |
| Department of Administration                          | 1                   | 1                              | 8                        | 15 (VIOLATION)             |
| Department of Business Regulation                     | 1                   | 7                              | 18 (VIOLATION)           | 2                          |
| Department of Corrections                             | 2                   | 27 (VIOLATION)                 | 11 (VIOLATION)           | 19*                        |
| Department of Education                               | 0                   | 2                              | 4                        | 1                          |
| Department of Health                                  | 1                   | 3                              | 19 (VIOLATION)           | 9                          |
| Department of Labor and Training                      | 2                   | 7                              | 11 (VIOLATION)           | 17 (VIOLATION)             |
| Department of Public Safety                           | 1                   | 3                              | 1                        | 12 (VIOLATION)             |
| Department of Revenue                                 | 0                   | 4                              | 1                        | 1                          |
| Department of Transportation                          | 0                   | 4                              | 2                        | 1                          |
| Division of Motor Vehicles                            | 1                   | 1                              | 9                        | 11 (VIOLATION)             |
| General Assembly                                      | 0                   | 10                             | 1                        | 7                          |
| Judiciary                                             | 0                   | 5                              | 3                        | 7                          |
| Lottery Commission                                    | 1                   | 7                              | 1                        | 11 (VIOLATION)             |
| Office of Auditor General                             | 2                   | Failed to respond (VIOLATION)  | 1                        | 49 (VIOLATION)             |
| Office of the Attorney General                        | 0                   | 7                              | 8                        | 10                         |
| Office of the General Treasurer                       | 0                   | 1                              | 9                        | 4                          |
| Public Transit Authority (RIPTA)                      | 0                   | 1                              | 2                        | 1                          |
| Rhode Island Housing and Mortgage Finance Corporation | 0                   | 1                              | 1                        | 6                          |
| Rhode Island State Police                             | 0                   | 3                              | 2                        | 10                         |
| Secretary of State                                    | 0                   | 3                              | 1                        | 10                         |
| Turnpike and Bridge Authority (RITBA)                 | 1                   | 23 (VIOLATION)                 | 2                        | 8                          |

*Note that the Rhode Island State Police received additional requests submitted to all police departments in Rhode Island which are not represented in the table above. \*The Department of Corrections duly requested an extension of twenty business days for the APRA request for its payout data, and so did not violate APRA despite exceeding the ten business day window for this request.*

Figure 31: State and quasi-public agencies, Number of APRA response time violations



- Responded to all requests within statutory window
- Failed to respond within the statutory window for one request
- Failed to respond within the statutory window for two requests

**Table 28: Municipal agencies, summary of APRA compliance**

|                 | Municipal records custodian |                        |                           | Police department |                           |                           | School district   |                        |                       |
|-----------------|-----------------------------|------------------------|---------------------------|-------------------|---------------------------|---------------------------|-------------------|------------------------|-----------------------|
|                 | 2014 AG certified           | Written APRA procedure | APRA procedure online     | 2014 AG certified | Written APRA procedure    | APRA procedure online     | 2014 AG certified | Written APRA procedure | APRA procedure online |
| Barrington      | Yes                         | Yes                    | Yes                       | Yes****           | Yes                       | No, just form (VIOLATION) | No (VIOLATION)    | Yes                    | Yes                   |
| Bristol         | Yes                         | Yes                    | Yes                       | Yes               | Yes                       | Yes                       | No** (VIOLATION)  | Yes**                  | Yes**                 |
| Burrillville    | Yes                         | Yes                    | Yes                       | No (VIOLATION)    | Yes                       | Yes                       | Yes               | Yes                    | Yes                   |
| Central Falls   | Yes                         | Yes                    | Yes                       | Yes*              | N/A*                      | N/A*                      | Yes               | Yes                    | No (VIOLATION)        |
| Charlestown     | No (VIOLATION)              | Yes                    | Yes                       | No (VIOLATION)    | No, just form (VIOLATION) | No (VIOLATION)            | Yes**             | Yes**                  | Yes**                 |
| Coventry        | Yes                         | Yes                    | No (VIOLATION)            | Yes               | Yes                       | Yes                       | Yes               | Yes                    | Yes                   |
| Cranston        | Yes                         | Yes                    | Yes                       | No (VIOLATION)    | Yes                       | No, just form (VIOLATION) | Yes               | Yes                    | Yes                   |
| Cumberland      | Yes                         | Yes                    | Yes                       | Yes               | Yes                       | Yes                       | No (VIOLATION)    | Yes                    | Yes                   |
| East Greenwich  | No (VIOLATION)              | Yes                    | Yes                       | No (VIOLATION)    | Yes                       | No (VIOLATION)            | No (VIOLATION)    | No (VIOLATION)         | No (VIOLATION)        |
| East Providence | No (VIOLATION)              | Yes                    | Yes                       | No (VIOLATION)    | Yes                       | Yes                       | Yes               | Yes                    | Yes                   |
| Exeter          | Yes                         | Yes                    | No (VIOLATION)            |                   |                           |                           | No** (VIOLATION)  | Yes**                  | No** (VIOLATION)      |
| Foster          | Yes                         | Yes                    | Yes                       | No (VIOLATION)    | Yes                       | No (VIOLATION)            | Yes***            | Yes***                 | No*** (VIOLATION)     |
| Glocester       | Yes                         | Yes                    | No, just form (VIOLATION) | No (VIOLATION)    | Yes                       | No (VIOLATION)            | Yes***            | N/A*                   | N/A*                  |
| Hopkinton       | Yes                         | Yes                    | Yes                       | Yes               | Yes                       | No, just form (VIOLATION) | Yes**             | Yes**                  | Yes**                 |

|                  | Municipal records custodian |                          |                           | Police department |                           |                       | School district   |                          |                       |
|------------------|-----------------------------|--------------------------|---------------------------|-------------------|---------------------------|-----------------------|-------------------|--------------------------|-----------------------|
|                  | 2014 AG certified           | Written APRA procedure   | APRA procedure online     | 2014 AG certified | Written APRA procedure    | APRA procedure online | 2014 AG certified | Written APRA procedure   | APRA procedure online |
| Jamestown        | Yes                         | Yes                      | No, just form (VIOLATION) | Yes               | Yes                       | Yes                   | No (VIOLATION)    | Yes                      | Yes                   |
| Johnston         | No (VIOLATION)              | Yes                      | Yes                       | No (VIOLATION)    | Yes                       | Yes                   | No (VIOLATION)    | Yes                      | Yes                   |
| Lincoln          | No (VIOLATION)              | Yes                      | Yes                       | No (VIOLATION)    | Yes                       | No (VIOLATION)        | Yes               | Yes                      | Yes                   |
| Little Compton   | Yes                         | Yes                      | Yes                       | Yes               | Yes                       | Yes                   | Yes               | Yes                      | No (VIOLATION)        |
| Middletown       | No (VIOLATION)              | Yes                      | Yes                       | Yes               | Yes                       | Yes                   | No (VIOLATION)    | Yes                      | Yes                   |
| Narragansett     | Yes                         | Yes                      | Yes                       | Yes               | Yes                       | Yes                   | Yes               | Yes                      | Yes                   |
| New Shoreham     | Yes                         | Yes                      | Yes                       | No (VIOLATION)    | No, just form (VIOLATION) | No (VIOLATION)        | No (VIOLATION)    | Yes, but did not provide | Yes                   |
| Newport          | No (VIOLATION)              | Yes                      | Yes                       | No (VIOLATION)    | Yes                       | Yes                   | No (VIOLATION)    | No (VIOLATION)           | No (VIOLATION)        |
| North Kingstown  | No (VIOLATION)              | Yes, but did not provide | Yes                       | No (VIOLATION)    | Yes                       | Yes                   | Yes               | Yes                      | Yes                   |
| North Providence | Yes                         | Yes, but did not provide | Yes                       | Yes               | Yes                       | Yes                   | No (VIOLATION)    | Yes                      | Yes                   |
| North Smithfield | Yes                         | Yes                      | Yes                       | Yes               | Yes                       | Yes                   | No (VIOLATION)    | Yes                      | Yes                   |
| Pawtucket        | Yes                         | Yes                      | Yes                       | Yes*              | N/A*                      | N/A*                  | No (VIOLATION)    | Yes                      | Yes                   |
| Portsmouth       | Yes                         | Yes                      | Yes                       | Yes               | Yes                       | Yes                   | No (VIOLATION)    | Yes                      | Yes                   |
| Providence       | Yes                         | Yes                      | Yes                       | Yes*              | N/A*                      | N/A*                  | Yes*              | N/A*                     | N/A*                  |
| Richmond         | No (VIOLATION)              | Yes                      | Yes                       | No (VIOLATION)    | Yes                       | Yes                   | Yes**             | Yes**                    | Yes**                 |

|                 | Municipal records custodian |                           | Police department         |                   | School district         |                        |
|-----------------|-----------------------------|---------------------------|---------------------------|-------------------|-------------------------|------------------------|
|                 | 2014 AG certified           | Written APPRA procedure   | APPRA procedure online    | 2014 AG certified | Written APPRA procedure | APPRA procedure online |
| Scituate        | No (VIOLATION)              | No, just form (VIOLATION) | No, just form (VIOLATION) | Yes               | Yes                     | No (VIOLATION)         |
| Smithfield      | Yes                         | Yes                       | Yes                       | Yes               | Yes                     | Yes                    |
| South Kingstown | Yes                         | Yes                       | Yes                       | Yes               | No (VIOLATION)          | Yes                    |
| Tiverton        | No (VIOLATION)              | Yes                       | No (VIOLATION)            | No (VIOLATION)    | Yes                     | Yes                    |
| Warren          | No (VIOLATION)              | No (VIOLATION)            | No (VIOLATION)            | No (VIOLATION)    | No** (VIOLATION)        | Yes**                  |
| Warwick         | Yes                         | Yes                       | Yes                       | Yes               | Yes                     | Yes                    |
| West Greenwich  | Yes                         | Yes                       | Yes                       | Yes               | No** (VIOLATION)        | Yes** (VIOLATION)      |
| West Warwick    | Yes                         | Yes                       | No (VIOLATION)            | No (VIOLATION)    | No (VIOLATION)          | No (VIOLATION)         |
| Westerly        | No (VIOLATION)              | Yes                       | Yes                       | Yes               | Yes                     | No (VIOLATION)         |
| Woonsocket      | Yes                         | Yes                       | Yes                       | Yes               | No (VIOLATION)          | Yes                    |

Single asterisks denote agencies for which the municipal records custodian is responsible for processing APPRA requests. Double asterisks denote municipalities which share a consolidated school district with at least one other municipality. Triple asterisks denote that Foster and Gloucester have municipal school districts as well as the shared Foster-Gloucester Regional Schools. The municipal school district response time is shown in the table above for these two communities. Quadruple asterisks denote that, while the Barrington Police Department APPRA policy lists the chief as its APPRA officer, the Attorney General log specifically lists the Barrington town manager as certified on behalf of the police department as well as the municipality.

**Table 29: Municipal agencies, summary of APRA response times**

|                 | Records custodian |                 | Police department |                |                               |                |                 | School district |                               |  |
|-----------------|-------------------|-----------------|-------------------|----------------|-------------------------------|----------------|-----------------|-----------------|-------------------------------|--|
|                 | Total violations  | APRA procedures | APRA procedures   | Dispatch log   | Arrest log                    | Arrest reports | APRA procedures | Contract        | Layoff letters                |  |
| Barrington      | 3                 | 1               | 28 (VIOLATION)    | 22 (VIOLATION) | 2                             | 39 (VIOLATION) | 1               | 1               | 8                             |  |
| Bristol         | 0                 | 1               | 1                 | 1              | 1                             | 6              | 4**             | 9**             | 9**                           |  |
| Burrillville    | 2                 | 1               | 2                 | 4              | 2                             | 18 (VIOLATION) | 3 (VIOLATION)   | 17 (VIOLATION)  | 8                             |  |
| Central Falls   | 3 (VIOLATION)     | 11 (VIOLATION)  | N/A*              | 52 (VIOLATION) | 6 (VIOLATION)                 | 18*            | 3               | 1               | 8                             |  |
| Charlestown     | 0                 | 10              | 4                 | 1              | 1                             | 1              | 1**             | 1**             | 1**                           |  |
| Coventry        | 1                 | 2               | 1                 | 2              | 3 (VIOLATION)                 | 4              | 1               | 1               | 4                             |  |
| Cranston        | 4 (VIOLATION)     | 12 (VIOLATION)  | 14 (VIOLATION)    | 2              | 1                             | 18 (VIOLATION) | 1 (VIOLATION)   | 13 (VIOLATION)  | 2                             |  |
| Cumberland      | 2                 | 1               | 1                 | 4              | 2                             | 1              | 1 (VIOLATION)   | 13 (VIOLATION)  | 13 (VIOLATION)                |  |
| East Greenwich  | 3                 | 1 (VIOLATION)   | 11 (VIOLATION)    | 1              | 1                             | 1 (VIOLATION)  | 41 (VIOLATION)  | 1               | Failed to respond (VIOLATION) |  |
| East Providence | 2                 | 1 (VIOLATION)   | 12 (VIOLATION)    | 4              | 1                             | 1              | 2               | 7               | 28 (VIOLATION)                |  |
| Exeter          | 0                 | 3               |                   |                |                               |                | 1**             | 1**             | 1**                           |  |
| Foster          | 2                 | 1               | 1                 | 25 (VIOLATION) | 3 (VIOLATION)                 | 8              | 1***            | 1***            | 7***                          |  |
| Glocester       | 0                 | 1               | 1                 | 4              | 1                             | 1              | N/A*            | 2***            | 5***                          |  |
| Hopkinton       | 3                 | 4               | 8 (VIOLATION)     | 15 (VIOLATION) | Failed to respond (VIOLATION) | 18 (VIOLATION) | 1**             | 1**             | 1**                           |  |
| Jamestown       | 2                 | 1               | 5 (VIOLATION)     | 11 (VIOLATION) | 10 (VIOLATION)                | 1              | 1               | 8               | 9                             |  |
| Johnston        | 1                 | 1               | 2                 | 4              | 11 (VIOLATION)                | 5              | 3               | 5               | 1                             |  |
| Lincoln         | 0                 | 2               | 1                 | 1              | 1                             | 1              | 1               | 5               | 9                             |  |

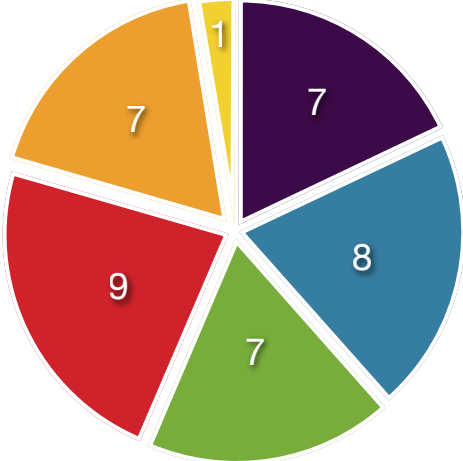


|                  | Records custodian |                 | Police department |                |                |                               |                 | School district |                |  |
|------------------|-------------------|-----------------|-------------------|----------------|----------------|-------------------------------|-----------------|-----------------|----------------|--|
|                  | Total violations  | APRA procedures | APRA procedures   | Dispatch log   | Arrest log     | Arrest reports                | APRA procedures | Contract        | Layoff letters |  |
| Little Compton   | 1                 | 1               | 4                 | 1              | 1              | 2                             | 1               | 17 (VIOLATION)  | 2              |  |
| Middletown       | 0                 | 1               | 1                 | 3              | 1              | 1                             | 1               | 2               | 2              |  |
| Narragansett     | 0                 | 1               | 2                 | 1              | 1              | 2                             | 3               | 5               | 1              |  |
| New Shoreham     | 3                 | 1               | 5                 | 21 (VIOLATION) | 3 (VIOLATION)  | Failed to respond (VIOLATION) | 1               | 1               | 1              |  |
| Newport          | 1                 | 4               | 1                 | 10             | 1              | 4                             | 29 (VIOLATION)  | 2               | 10             |  |
| North Kingstown  | 1                 | 5               | 2                 | 1              | 9 (VIOLATION)  | 1                             | 1               | 1               | 5              |  |
| North Providence | 4                 | 2               | 15 (VIOLATION)    | 18 (VIOLATION) | 4 (VIOLATION)  | 3                             | 1               | 22 (VIOLATION)  | 1              |  |
| North Smithfield | 1                 | 1               | 1                 | 1              | 1              | 1                             | 1               | 14 (VIOLATION)  | 7              |  |
| Pawtucket        | 3                 | 7               | N/A*              | 23 (VIOLATION) | 10 (VIOLATION) | 10                            | 23 (VIOLATION)  | 1               | 8              |  |
| Portsmouth       | 1                 | 1               | 8                 | 1              | 4 (VIOLATION)  | 1                             | 1               | 3               | 8              |  |
| Providence       | 3                 | 11 (VIOLATION)  | N/A*              | 10             | 2              | 22 (VIOLATION)                | N/A*            | 11 (VIOLATION)  | 9              |  |
| Richmond         | 2                 | 12 (VIOLATION)  | 17 (VIOLATION)    | 7              | 1              | 1                             | 1**             | 1**             | 1**            |  |
| Scituate         | 4                 | 1               | 11 (VIOLATION)    | 25 (VIOLATION) | 6 (VIOLATION)  | 4                             | 1               | 11 (VIOLATION)  | 1              |  |
| Smithfield       | 3                 | 11 (VIOLATION)  | 12 (VIOLATION)    | 5              | 1              | 6                             | 1               | 11 (VIOLATION)  | 2              |  |
| South Kingstown  | 1                 | 1               | 1                 | 1              | 3 (VIOLATION)  | 1                             | 5               | 2               | 1              |  |
| Tiverton         | 4                 | 14 (VIOLATION)  | 3                 | 1              | 9 (VIOLATION)  | 1                             | 27 (VIOLATION)  | 20 (VIOLATION)  | 9              |  |

|                | Records custodian |                 | Police department |                |                |                |                 | School district |                |  |  |
|----------------|-------------------|-----------------|-------------------|----------------|----------------|----------------|-----------------|-----------------|----------------|--|--|
|                | Total violations  | APRA procedures | APRA procedures   | Dispatch log   | Arrest log     | Arrest reports | APRA procedures | Contract        | Layoff letters |  |  |
| Warren         | 4                 | 1               | 27 (VIOLATION)    | 18 (VIOLATION) | 6 (VIOLATION)  | 12 (VIOLATION) | 4**             | 9**             | 9**            |  |  |
| Warwick        | 3                 | 1               | 11 (VIOLATION)    | 3 (VIOLATION)  | 3 (VIOLATION)  | 4              | 5 (VIOLATION)   | 12 (VIOLATION)  | 1              |  |  |
| West Greenwich | 4                 | 1               | 21 (VIOLATION)    | 39 (VIOLATION) | 15 (VIOLATION) | 11 (VIOLATION) | 1**             | 1**             | 1**            |  |  |
| West Warwick   | 6                 | 1               | 13 (VIOLATION)    | 1 (VIOLATION)  | 6 (VIOLATION)  | 11 (VIOLATION) | 27 (VIOLATION)  | 26 (VIOLATION)  | 15 (VIOLATION) |  |  |
| Westerly       | 4                 | 11 (VIOLATION)  | 3                 | 1              | 3 (VIOLATION)  | 2              | 29 (VIOLATION)  | 24 (VIOLATION)  | 3              |  |  |
| Woonsocket     | 2                 | 1               | 5 (VIOLATION)     | 11 (VIOLATION) | 1              | 13 (VIOLATION) | 1               | 4               | 7              |  |  |

Single asterisks denote agencies for which the municipal records custodian is responsible for processing APRA requests. Double asterisks denote municipalities which share a consolidated school district with at least one other municipality. Triple asterisks denote that Foster and Glocester have municipal school districts as well as the shared Foster-Glocester Regional Schools. The municipal school district response time is shown in the table above for these two communities. Also note that Exeter does not have a municipal police department.

Figure 32: Municipal agencies, Number of APRA response time violations



- Responded to all requests within statutory window
- Failed to respond within the statutory window for one request
- Failed to respond within the statutory window for two requests
- Failed to respond within the statutory window for three requests
- Failed to respond within the statutory window for four requests
- Failed to respond within the statutory window for six requests