



## PUBLIC NOTICE OF CITIZEN'S RIGHTS

### The Open Meetings Act Requires That Meetings of Public Bodies:

- Shall be accessible and open to the public, unless properly closed pursuant to RIGL 42-46-4 and 5.
- Shall be advertised 48 hours before the meeting by posting notice
  - ▶ at the principal office of the public body holding the meeting (if no office exists, at the building where meeting to be held), **and**
  - ▶ in one other prominent place within the governmental unit **and**
  - ▶ electronically filed with the R.I. Secretary of State.  
(<http://www.sec.state.ri.us/pubinfo/openmeetings>)
  - ▶ school committees must also publish notice in a newspaper of general circulation.

### The Access to Public Records Act Requires That Public Bodies:

- Shall provide access to public records unless exempt.
- Shall respond to a request for public records
  - ▶ within **ten business days** of receipt of the request (for good cause, the time may be extended for an additional **twenty business days**).

Any citizen or entity of the state who is aggrieved by a **violation** of the Open Meetings Act or the Access to Public Records Act may

- ▶ file a complaint with the Attorney General or in Superior Court.

For more information on the Open Meetings Act or the Access to Public Records Act, you can visit the Attorney General's open government webpage at: [www.riag.ri.gov](http://www.riag.ri.gov) or call the Department of Attorney General at 401-274-4400.