

Rhode Island State Archives
337 Westminster Street
Providence, Rhode Island 02903
Phone: (401) 222-2353
Fax: (401) 222-3199
TTY: 711
statearchives@sos.ri.gov

For those unable to visit the Rhode Island State Archives the following policies have been established regarding inquiries.

- The Rhode Island State Archives processes requests for specific documents on a first come first served basis.
- All inquiries must be in writing (letter, fax or e-mail) with desired information noted in a clear and concise manner. Contact information should also be plainly written and include name, address, phone number and e-mail address. For those requesting copies of vital records (births, marriages, deaths) please email the State Archives at statearchives@sos.ri.gov.
- Researchers can request answers to their questions by writing to the Rhode Island State Archives with all pertinent information. As a method of providing quick responses to written inquiries, the Rhode Island State Archives asks that written requests be limited to two record searches per request.
- There is no cost for research performed onsite by a researcher. A limited amount of research can be performed by staff of the Rhode Island State Archives. Letter or legal size photocopies are available for fifteen (.15) cents per page. Certification of documents as requested will be provided at \$2.00 per record. An additional charge of \$15.00 per hour will be added to all requests requiring more than one hour retrieval and/or reproduction time.
- The Rhode Island State Archives does not perform genealogical research. We cannot take vital records or census requests over the telephone.
- To expedite and ensure proper destination of copies it is recommended that a self addressed stamped envelope be included with all requests.
- Archives staff can only conduct brief research based on available finding aids, indices or databases. Open ended or requests requiring in-depth research must be performed in person.
- Responses to general reference inquiries will be forwarded in writing through the US postal service usually within ten business days after receipt. More comprehensive requests (those encompassing multiple copies, sources &/or media) may take up to thirty days.