

Appendix F: School district APRA guidelines and forms

Barrington Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 245 - 5003

Mailing address:

Barrington Public Schools, ATTN: Superintendent's Office
283 County Road
Barrington, RI 02806

Telephone number: (401) 245-5000

APRA procedures online? Yes

APRA procedures URL:

<http://www2.barringtonschools.org/School%20Committee/Policies/KDB%20Access%20to%20Public%20Records%20Policy.pdf>

Access to Public Records Policy

Pursuant to Rhode Island General Laws § 38-2-3(d), Barrington Public Schools has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Barrington Public Schools is the Superintendent. The contact for obtaining public record is the Superintendent's office located at:

283 County Road
Barrington, RI 02806
Phone: 401-245-5000
Fax: 401-245-5003

Normal business hours for the School Department are 8:00 am to 4:00 pm Monday – Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, Barrington Public Schools requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed, e-mailed or dropped off at Barrington Public Schools, 283 County Road, Barrington, RI 02806 and directed to the Superintendent's office.

4. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).

5. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.

6. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.

7. Barrington Public Schools is committed to providing you with public records in an expeditious and courteous manner.

Approved 01/03/13

Barrington Public Schools

283 County Road
P.O. Box 95
Barrington, Rhode Island 02806
Telephone: 401-245-5000
Fax: 401-245-5003

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date: _____ Request Number: _____

Name: _____

Address (Optional): _____

Telephone (Optional): _____

Email Address (Optional): _____

Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you desire to:
_____ Pick up the records, or _____ Regular mail, or _____ Email

Office Use

Request taken by: _____ Request Number: _____

Date: _____ Time: _____

Records to be available on _____ Pick Up _____ Mail _____ Email _____

Records provided:

Costs: _____ Copies _____ Search and Retrieval _____

Barrington Public Schools – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Superintendent’s Office. If, after review of your request, the Superintendent’s Office determines that the requested records are exempt from disclosure for a reason set forth in the Rhode Island General Laws Section 38-2-2(4), Barrington Public Schools reserves the 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 inform the office of the Superintendent of the date you made the request, records requested, and Request Number _____.

Thank you.

Bristol Warren Regional School District

Accept APRA requests by email? Yes

Email address: deltattok@bw.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: 401-253-1740

Mailing address:

151 State Street
Bristol, RI 02809

Telephone number: (401) 253-4000 ext.5103

APRA procedures online? Yes

APRA procedures URL:

http://www.bw.k12.ri.us/files/tUI6d_/7e1a95a1c9589c413745a49013852ec4/KBA-E-2_PUBLIC_RECORDS_REQUEST.pdf

PUBLIC'S RIGHT TO KNOW

By virtue of the purpose of creation of public governing bodies, the meetings and records of the School Committee are a matter of public information.

Educational matters will be discussed and decisions made at public meetings of the School Committee and its subcommittees, except for such matters as are properly discussed in private executive sessions.

The official minutes of the Committee, its written policies, and its financial records will be open for inspection in the superintendent's office during the hours the administration offices are open. However, no records pertaining to the individual students or staff members will be released for inspection by the public or any authorized persons, by the superintendent or by any other person responsible for the custody of confidential files.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.

Each principal is authorized to use all means available to keep the school's community informed about the school's program and activities. However, the release of information of systemwide interest is to be coordinated by the superintendent.

Adopted: January 24, 1994

Revised: July 28, 2003

LEGAL REF.: 38.2-1-15

Bristol Warren Regional School District
PUBLIC RECORDS REQUEST

- 1 . The regular business hours of District Administration are 8:00 a.m. to 4:00 p.m.
2. The District may ask you for identification, or for the reason for your request, as its regular course of business. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form and make your request as specific as possible.
4. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond. We appreciate your understanding and patience.
5. If you feel that you have been denied access to public records, you may petition the Superintendent for a review of the determination. You then have the right to file a Complaint with the Attorney General.
6. Costs. The Access to Public Records Act allows a citizen the opportunity to inspect and/or to copy public records. The cost per copied page of written public documents will be \$.15 for documents copyable on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Access to Public Records Act permits a charge for search and retrieval of documents not to exceed fifteen (\$15.00) per hour, with no charge for the first hour. If your request requires a charge to be assessed, we will provide you with an estimate. This estimate will be provided to you prior to your receiving said records. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data.

Bristol Warren Regional School District
REQUEST FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records (Please be as specific as possible—failure to specify may result in a delay in responding to your request):

Office Use

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail Pick Up

Records provided: _____

Costs: _____ # of copies _____ Search and retrieval charge: _____

Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the front desk. If appropriate, please bring sufficient funds to cover the estimated cost of the search and copies which has been provided to you. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2- 1 et seq. (as amended from time to time), the Department reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, record requested and request number.

Thank you.

Burrillville School Department

Accept APRA requests by email? Yes

Email address: schmiedela@bsd-ri.net

Accept APRA requests by fax? Yes

Fax number: (401) 568 - 4111

Mailing address:

2300 Bronco Highway
Harrisville, RI 02830

Telephone number: (401) 568-1301

APRA procedures online? Yes

APRA procedures URL: <http://www.bsd-ri.net/node/431>

BURRILLVILLE SCHOOL DEPARTMENT ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the Burrillville School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Burrillville School Department is the Superintendent of Schools. The contact for obtaining public record is the Superintendent's office located at:

2300 Bronco Highway

Harrisville, RI 02830

Phone: 401-568-1301

Normal business hours for the School Department are 8:30 am to 4:30 PM Monday – Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Burrillville School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the Burrillville School Department, 2300 Bronco Highway, Harrisville, RI 02830, and directed to the Superintendent's Office. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.

4. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).

5. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.

6. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.

7. The Burrillville School Department is committed to providing you with public records in an expeditious and courteous manner.

Central Falls School District

Accept APRA requests by email? Yes

Email address: gallof@cfschools.net

Accept APRA requests by fax? Yes

Fax number: (401) 727-7722

Mailing address:

949 Dexter Street
Lower Level
Central Falls, RI 02863-1715

Telephone number: (401) 727-7700 ext. 25132

APRA procedures online? No

Schools will share in a variety of communications the educational objectives focused on raising student achievement towards the grade level standards for the school year.

Schools will maintain records of the parent involvement activities, programs, workshops, efforts to recruit and sustain families for each school year and a copy will be submitted to the Superintendent's office; along with a summary report of the year's activities to be shared annually at a Board of Trustees Meeting.

Version I (April 2004)

Source: Main Policy Manual

Adopted: April, 2004

Reviewed and Reaffirmed: June 12, 2007

1.10.2 Access to Public Records

The Central Falls School District recognizes that the free flow of information to the public is essential to a thriving democracy. Accordingly, the Board of Trustees, pursuant to its authority under R.I.G.L. § 38-2-3, promulgates this Policy to ensure compliance with the Access to Public Records Act, R.I.G.L. § 38-2 *et seq.*, in regards to all records held by the Central Falls School District and/or the Board of Trustees.

1. All parties seeking access to records held by the Central Falls School District and/or the Board of Trustees shall place their requests in writing.

EXCEPTION: No writing is required where the request is for a public document prepared for or readily available to the public. Public documents which are prepared for or readily available to the public will be provided as expeditiously as possible, usually upon request, but not later than ten (10) business days after receipt of the request, unless an extension of time is prepared pursuant to Paragraph 5.

2. When the request for access to records is required to be placed in writing, that written request shall be referred to the Assistant Superintendent. If the Assistant Superintendent determines that the requested records fall under the definition of "public records," as provided in R.I.G.L. § 38-2-2, access to the same shall be provided no later than ten (10) business days after receipt of the initial written request, unless an extension of time is prepared pursuant to Paragraph 5.

3. If the requesting party wishes to make or receive copies of public records, he or she shall be charged \$.15 per page for photocopies of written documents copyable on common business or legal-sized paper. If said written documents are not copyable on common business or legal-sized paper, the charge will be the actual cost of reproduction. If the party wishes electronic copies of the records, he or she may be

charged the reasonable actual cost for providing said electronic records. The party shall also be responsible for costs for search and retrieval of records at the rate of \$15.00 per hour, with the first hour of search and retrieval coming at no charge. Prior to the search/retrieval and/or copying of records, the Assistant Superintendent shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be pre-paid.

If the requesting party desires to receive copies sent by mail, that party is responsible for providing a stamped, self-addressed envelope.

EXCEPTION: These provisions will not apply to public documents prepared for or readily available to the public, as described in Paragraph 1.

4. If the Assistant Superintendent determines that requested records do not fall under the definition of "public records," denial of access shall be communicated to the requesting party in writing within ten (10) business days of receipt of the written request, unless an extension of time is prepared pursuant to Paragraph 5. Said written denial shall state the specific reasons for which access to the requested documents is being denied, and outline the procedures for appealing this decision.

5. If additional time beyond the ten (10) business days from the date of receipt of the initial request is needed to respond, the Assistant Superintendent shall indicate to the requesting party, in writing, that an extension of time of up to twenty (20) additional business days is necessary, along with the specific reasons for which the extension is necessary.

6. If the Assistant Superintendent denies access to the requested documents, the requesting party may petition the Superintendent of Schools for review. The Superintendent shall make his or her final determination within ten (10) business days after submission of the petition to review the decision of the Assistant Superintendent. If the requesting party is dissatisfied with the Superintendent's determination, the party may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903, or the Providence County Superior Court.

Adopted: June 12, 2007

1.10.3 Equal Access to Justice Act

Section 1.0 *Purpose and Scope*

1.1 Purpose

The purpose of this policy is to carry out the statutory requirements contained in Chapter 92 of title 42 of the Rhode Island General Laws and provide equal access to justice for small businesses and individuals.

Chariho Regional School District

Accept APRA requests by email? Yes

Email address: barry.ricci@chariho.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 415-6076

Mailing address:

455A Switch Road
Wood River Junction, RI 02894

Telephone number: (401) 364-7575

APRA procedures online? Yes

APRA procedures URL: <http://www.chariho.k12.ri.us/sites/default/files/policy/pubacces.pdf>

PUBLIC ACCESSIBILITY TO RECORDS

All written or recorded information made or received by the Chariho Regional School District Committee pertaining to policy making functions of the Committee and/or which are relevant to the public health, safety and welfare shall be made readily accessible for inspection and copying by the general public subject to the following procedures:

1. All requests to inspect or copy records shall be submitted to the Superintendent of Schools on a form available at his/her office and on the District website, who shall make an initial decision whether the specific records sought are subject to inspection and the appropriate time and place for inspection.
2. The Superintendent shall, if inspection is permissible, advise the person making the request that a per page charge shall be assessed for copying and provide the person making the request an estimate of the total cost in accordance with Public Laws, Title 38, Chapter 2, Section 4
3. If the Superintendent believes the information requested is exempt from the provisions of law or regulation, the Superintendent shall, in writing, deny the request, stating the reason therefore, within ten (10) days of the request.
4. If the Superintendent determines a portion of the information requested is a public record subject to inspection, the Superintendent shall so advise the person making the request and shall segregate the public record after deleting information subject to exclusion.
5. In addition to those records identified as not public, all records containing information regarding students, student applicants, employees (except name, gross salary, etc. in accordance with 38-2-2) or employee applicants, shall be presumed not to be public.
6. If the Superintendent is in doubt whether a particular record requested is public, the Superintendent shall consult with legal counsel for the district.
7. If denied, the person requesting records may file a complaint with the Rhode Island Attorney General.

revised 8-27-02, 9-13-11



**Chariho Regional School District
Office of the Superintendent**

455A Switch Road
Wood River Junction, Rhode Island 02894

All Kids...All of the Time



Public Records Request Form

DATE: _____

REQUESTOR (Print Name): _____

NAME OF BUSINESS (if applicable): _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

TELEPHONE NO: _____

E-MAIL ADDRESS: _____

RECORDS REQUESTED:

Description of records requested. If you need more space, please attach a separate sheet to this form.

FORMAT REQUESTED: ___ Paper ___ E-mail (if available)

SIGNATURE OF REQUESTOR

**Charges pertaining to RI General Laws TITLE 38 Public Records, CHAPTER 38-2
Access to Public Records, SECTION 38-2-4 are applicable.**

Coventry Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 822-9423

Mailing address:

Flat River Administrative Complex, ATTN: Jen Carlos, Director of Compliance
1675 Flat River Road
Coventry, RI 02816

Telephone number: (401) 822-9400 ext. 214

APRA procedures online? Yes

APRA procedures URL:

<http://www.coventryschools.net/Admin/Policy/Manual/1100%20-%20Access%20to%20Public%20Records%20Request%20Procedure%20%20Policy.pdf>



ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the Coventry School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Coventry School Department is the Director of Compliance. The contact for obtaining public record is the Director's office located at:
1675 Flat River Rd.
Coventry, RI 02816
Phone: (401) 822-9400
Normal business hours for the School Department are 8:00 am to 4:00 PM Monday – Friday.
2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Coventry School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law § 42-35-2 or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed or dropped off at the Coventry School Department, 1675 Flat River Road, Coventry RI 02816 and directed to the office of the Director of Compliance. E-mail requests cannot be accepted. To make a public records request by fax, please contact the Administration office.
4. Additional copies of this form are available on the School Department's website found at www.coventryschools.net under "District Information".
5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).
6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.
7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.
8. The Coventry School Department is committed to providing you with public records in an expeditious and courteous manner.



**REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

Cranston Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? No

Mailing address:

845 Park Avenue
Cranston, RI 02910

Telephone number: (401) 270-8170

APRA procedures online? Yes

APRA procedures URL: <http://cpsed.net/schcom/policy/policy.pdf>

PUBLIC RECORDS REQUEST GUIDELINES

The Cranston School Department adheres to the Access to Public Records Act, R.I. Gen. Laws 38-2-1, et. seq., and has instituted the following procedures for the public to obtain public records.

1. The regular business hours of the Department are 8:00 a.m. to 4:30 p.m.
2. You are not required to provide identification or the reason you seek the information, and your right to public records will not depend upon providing identification or reasons.
3. In order to ensure that you are provided with the public records that you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located in the Superintendent's Office, Administration Building, located at 845 Park Avenue, Cranston, RI 02910, or on our website <http://www.cpsed.net> or otherwise submit your request in writing (**email requests will not be accepted**) addressed to:

Superintendent of Schools
Cranston Public Schools
845 Park Avenue
Cranston, RI 02910

4. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://riag.ri.gov> (then proceed to the link entitled "Open Government").
5. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
6. The Cranston School Department is committed to providing you with public records in an expeditious and courteous manner.

First Reading: November 19, 2012
Resolution No. 12-11-20
Second Reading: December 10, 2012
Resolution No. 12-12-11

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

OFFICE OF THE SUPERINTENDENT
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested
Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail _____ Pick Up _____

Records provided: _____

Costs: _____ copies _____ search and retrieval _____

Forward this Document to the Open Government Unit (Superintendent's Office)

Office of the Superintendent – Public Records Request Receipt
If you desire to pick up the records, they will be available on _____. 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 chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the assistant in the Superintendent's office of the date you made the request, records requested and request number.

Cumberland School Department

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: 401-658-4620

Mailing address:

2602 Mendon Road
Cumberland, RI 02864

Telephone number: 401-658-1600 x305

APRA procedures online? Yes

APRA procedures URL:

http://www.cumberlandschools.org/system/files/KDB-Access%20to%20Public%20Records%20Policy_Request%20Form_0.pdf

Cumberland School Department

School Community Relations	K
Access to Public Records Request	KDB

ACCESS TO PUBLIC RECORDS POLICY

The Cumberland School Department, hereinafter referred to as the “School Department”, adheres to the Access to Public Records Act, Rhode Island General Laws §38-2-1, et seq., and has adopted the following guidelines to assist the public in obtaining public records:

1. The designated public records officer for the School Department is the Superintendent of Schools. The contact for obtaining public records is:

Cumberland School Department
Superintendent’s Office
2602 Mendon Road
Cumberland, RI 02864
Phone: 401-658-1600 X 8

Normal business hours for the School Department are: Monday through Friday, 8:00 a.m. to 4:00 p.m.

2. In order to inspect and/or to obtain copies of documents maintained by the School Department, the School Department requests that the interested party complete the request form or otherwise provide a written request for records that clearly identifies the records sought and states that the request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to Rhode Island General Law §42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the address listed above. Requests made via electronic mail cannot be accepted.

4. There are times when the public records sought are not available at the time of the request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with “good cause,” may extend the time to respond by twenty (20) to thirty (30) business days total.

5. If after review of the request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in Rhode Island General Laws §38-2-2(4)(i)(A)-(Y), the School Department reserves its right to claim such exemption.

6. If a member of the public believes that they have been denied access to public records, he or she has the right to file an appeal with the Attorney General. If still not satisfied by the response from the Attorney General’s Office, a lawsuit may be filed in Superior Court pursuant to Rhode Island General Law §38-2-8.

7. The School Department is committed to providing the public with access to public records in an expeditious and courteous manner.

Reviewed and Approved by Policy & Procedures Sub-Committee: 12/10/2013

1st Reading Approved by Cumberland School Committee: 12/12/2013

2nd Reading and Approval by Cumberland School Committee: 1/9/2014

Cumberland School Department

Office of the Superintendent
2602 Mendon Road, Cumberland, Rhode Island 02864-3726
401/658-1600 Fax No. 401/658-4620

PHILIP D. THORNTON, ED.D.
SUPERINTENDENT

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

FOR OFFICE USE ONLY

Request taken by: _____ Request Number _____ Date: _____ Time: _____

Records to be available on: _____ Delivery Method: Mail _____ Pick Up _____

Records provided: _____ Costs: _____ copies _____ search and retrieval

Cumberland School Department Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Human Resources Office. 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 chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, type of records requested and request number. Thank you.

East Greenwich Public Schools

NOTE: At the time of this audit, East Greenwich Public Schools did not have written APRA procedures

Accept APRA requests by email? No

Accept APRA requests by fax? No

Mailing address:

111 Peirce Street
East Greenwich, RI 02818

Telephone number: (401) 398-1201

APRA procedures online? No

First Reading: 9/20/11

Second Reading: 10/4/11

Adopted by School Committee: 10/4/11

[1130: A Guide to Rhode Island's Laws on Open Meetings and Public Records](#)

Foundations & Basic Commitments/District Principles

The purpose of the Rhode Island Open Meetings Act, [RI Gen. Laws § 42-46-1](#) et seq. is to ensure that all citizens may observe the performance of public officials and be informed of the decisions and deliberations that affect public policy.

MOST GOVERNMENT MEETINGS MUST BE OPEN TO THE PUBLIC

Every meeting of a public body, including workshops and other gatherings, must be open to the public, unless closed for certain limited purposes.

Exceptions

A meeting may be closed to the public for one or more of the following purposes:

(1) Any discussions of the job performance, character, or physical or mental health of a person or persons provided that such person or persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.

Failure to provide such notification shall render any action taken against the person or persons affected null and void. Before going into a closed meeting pursuant to this subsection, the public body shall state for the record that any persons to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.

(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation.

(3) Discussion regarding the matter of security including but not limited to the deployment of security personnel or devices.

(4) Any investigative proceedings regarding allegations of misconduct, either civil or criminal.

(5) Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public.

(6) Any discussions related to or concerning a prospective business or industry locating in the state of Rhode Island when an open meeting would have a detrimental effect on the interest of the public.

(7) A matter related to the question of the investment of public funds where the premature disclosure would adversely affect the public interest. Public funds shall include any investment plan or matter related thereto, including but not limited to state lottery plans for new promotions.

(8) Any executive sessions of a local school committee exclusively for the purposes (a) of conducting student disciplinary hearings or (b) of reviewing other matters which relate to the privacy of students and their records, provided, however, that any affected student may require that the discussion be held in an open meeting.

Failure to provide such notification shall render any action taken against the student or students affected null and void. Before going into a closed meeting pursuant to this subsection, the public body shall state for the record that any students to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.

(a) No meeting of members of a public body or use of electronic communication shall be used to circumvent the spirit or requirements of this chapter; provided, however, these meetings and discussions are not prohibited.

Provided further, however, that discussions of a public body via electronic communication shall be permitted only to schedule a meeting.

(b) This chapter shall not apply to proceedings of the judicial branch of state government or probate court or municipal court proceedings in any city or town.

(c) This chapter shall not prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct of the meeting is seriously compromised.

Tape Recordings

Members of the public may tape record all non-executive session meetings of the School Committee.

ADVANCE NOTICE OF MEETINGS MUST BE GIVEN

(a) All public bodies shall give written notice of their regular scheduled meetings at the beginning of each calendar year. The notice shall include the dates, times, and places of the meetings and shall be provided to members of the public upon request.

(b) Public bodies shall give supplemental written public notice of any meeting within a minimum of forty-eight (48) hours before the date. This notice shall include the date the notice was posted, the date, time and place of the meeting, and a statement specifying the nature of the business to be discussed. Copies of the notice shall be maintained by the public body for a minimum of one year. Nothing contained herein shall prevent a public body, other than a school committee, from adding additional items to the agenda by majority vote of the members. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.

(c) Written public notice shall include, but need not be limited to posting a copy of the notice at the principal office of the public body holding the meeting, or if no principal office exists, at the building in which the meeting is to be held, and in at least one other prominent place within the governmental unit. However, nothing contained herein shall prevent a public body from holding an emergency meeting, upon an affirmative vote of the majority of the members of the body when the meeting is deemed necessary to address an unexpected occurrence that requires

immediate action to protect the public. If an emergency meeting is called, a meeting notice and agenda shall be posted as soon as practicable and, upon meeting, the public body shall state for the record and minutes why the matter must be addressed in less than forty-eight (48) hours and only discuss the issue or issues which created the need for an emergency meeting. Nothing contained herein shall be used in the circumvention of the spirit and requirements of this chapter.

(d) A school committee may add agenda items not appearing in the published notice required by this section under the following conditions:

(1) the revised agenda is posted on the school district's website and the two (2) public locations required by this section at least forty-eight (48) hours in advance of the meeting;

(2) the new agenda items were unexpected;

(3) upon meeting, the public body states for the record and minutes why the agenda items could not have been added and need to be addressed at the meeting;

(4) a formal process is available to provide timely notice of the revised agenda to any person who has requested such notice, and the school district has taken reasonable steps to make the public aware of this process; and

(5) the published notice shall include a statement that any changes in the agenda will be posted on the school district's web site and the two (2) public locations required by this section at least forty-eight (48) hours in advance of the meeting.

WRITTEN MINUTES ARE REQUIRED

(a) All public bodies shall keep written minutes of all their meetings. The minutes shall include, but need not be limited to:

(1) The date, time, and place of the meeting;

(2) The members of the public body recorded as either present or absent;

(3) A record by individual members of any vote taken; and

(4) Any other information relevant to the business of the public body that any member of the public body requests be included or reflected in the minutes.

(b) A record of all votes taken at all meetings of public bodies, listing how each member voted on each issue, shall be a public record and shall be available, to the public at the office of the public body, within two (2) weeks of the date of the vote. The minutes shall be public records and unofficial minutes shall be available, to the public at the office of the public body, within thirty five (35) days of the meeting or at the next regularly scheduled meeting, whichever is earlier, except where the disclosure would be inconsistent with §§ [42-46-4](#) (Closed Meetings) and [42-46-5](#) (Purposes for Which Meeting May Be Closed – Use of Electronic Communications – Judicial Proceedings – Disruptive Conduct) or where the public body by majority vote extends the time period for the filing of the minutes and publicly states the reason.

(c) The minutes of a closed session shall be made available at the next regularly scheduled meeting unless the majority of the body votes to keep the minutes closed pursuant to §§ 42-46-4 (Closed Meetings) and 42-46-5 (Purposes for Which Meeting May Be Closed – Use of Electronic Communications – Judicial Proceedings – Disruptive Conduct).

(d) All public bodies within the executive branch of the state government and all state public and quasi-public boards, agencies and corporations shall keep official and/or approved minutes of all meetings of the body and shall file a copy of the minutes of all open meetings with the secretary of state for inspection by the public within thirty-five (35) days of the meeting; provided that this subsection shall not apply to public bodies whose responsibilities are solely advisory in nature.

REMEDIES FOR VIOLATIONS OF THE OPEN MEETINGS ACT

(a) Any citizen or entity of the state that is aggrieved as a result of violations of the provisions of this chapter may file a complaint with the attorney general. The attorney general shall investigate the complaint and if the attorney general determines that the allegations of the complaint are meritorious he or she may file a complaint on behalf of the complainant in the superior court against the public body.

(b) No complaint may be filed by the attorney general after one hundred eighty (180) days from the date of public approval of the minutes of the meeting at which the alleged violation occurred, or, in the case of an unannounced or improperly closed meeting, after one hundred eighty (180) days from the public action of a public body revealing the alleged violation, whichever is greater.

(c) Nothing within this section shall prohibit any individual from retaining private counsel for the purpose of filing a complaint in the superior court within the time specified by this section against the public body which has allegedly violated the provisions of this chapter; provided, however, that if the individual has first filed a complaint with the attorney general pursuant to this section, and the attorney general declines to take legal action, the individual may file suit in superior court within ninety (90) days of the attorney general's closing of the complaint or within one hundred eighty (180) days of the alleged violation, whichever occurs later.

(d) The court shall award reasonable attorneys fees and costs to a prevailing plaintiff, other than the attorney general, except where special circumstances would render such an award unjust.

The court may issue injunctive relief and declare null and void any actions of a public body found to be in violation of this chapter. In addition, the court may impose a civil fine not exceeding five thousand dollars (\$5,000) against a public body or any of its members found to have committed a willful violation of this chapter. The total fine imposed for any meeting held in violation of this chapter shall not exceed one thousand dollars (\$1,000).

(e) [Deleted by P.L. 1988, ch. 659, § 1.]

(f) Nothing within this section shall prohibit the attorney general from initiating a complaint on behalf of the public interest.

(g) Actions brought under this chapter may be advanced on the calendar upon motion of the petitioner.

(h) The Attorney General shall consider all complaints filed under this chapter to have also been filed under [§ 38-2-8\(b\)](#) if applicable.

ACCESSIBILITY OF MEETINGS TO PERSONS WITH DISABILITIES

(a) All public bodies, to comply with the nondiscrimination on the basis of disability requirements of RI Const., Art. I, § 2 and applicable federal and state nondiscrimination laws (29 U.S.C. § 794, chapter 87 of this title, and chapter 24 of title 11), shall develop a transition plan setting forth the steps necessary to ensure that all open meetings of said public bodies are accessible to persons with disabilities.

(b) The state building code standards committee shall, by September 1, 1989 adopt an accessibility of meetings for persons with disabilities standard that includes provisions ensuring that the meeting location is accessible to and usable by all persons with disabilities.

(c) This section does not require the public body to make each of its existing facilities accessible to and usable by persons with disabilities so long as all meetings required to be open to the public pursuant to chapter 46 of this title are held in accessible facilities by the dates specified in subsection (e).

(d) The public body may comply with the requirements of this section through such means as reassignment of meetings to accessible facilities, alteration of existing facilities, or construction of new facilities. The public body is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section.

(e) The public body shall comply with the obligations established under this section by July 1, 1990, except that where structural changes in facilities are necessary in order to comply with this section, such changes shall be made by December 30, 1991, but in any event as expeditiously as possible unless an extension is granted by the state building commissioner for good cause.

(f) Each municipal government and school district shall, with the assistance of the state building commission, complete a transition plan covering the location of meetings for all public bodies under their jurisdiction. Each chief executive of each city or town and the superintendent of schools will submit their transition plan to the governor's commission on disabilities for review and approval. The governor's commission on disabilities with assistance from the state building commission shall approve or modify, with the concurrence of the municipal government or school district, the transition plans.

(g) The provisions of [§§ 45-13-7](#) (State Mandated Costs Defined)

[§ 45-13-10](#) (Exemptions from Reimbursement), inclusive, shall not apply to this section.

ACCESS TO PUBLIC RECORDS

Not All Records are Public

Except for those records deemed not to be public according to [RI Gen. Laws § 38-2-2](#) (Definitions), which are outlined below, all records maintained or kept on file by any public body are considered public and every person shall have the right to inspect and/or copy the records during reasonable office hours.

The following records are not deemed public:

(A) (I) All records which are identifiable to an individual applicant for benefits, clients, patient, student, or employee; including, but not limited to, personnel, medical treatment, welfare, employment security, pupil records, all records relating to a client/attorney relationship and to a doctor/patient relationship, and all personal or medical information relating to an individual in any files, including information relating to medical or psychological facts, personal finances, welfare, employment security, student performance, or information in personnel files maintained to hire, evaluate, promote, or discipline any employee of a public body; provided, however, with respect to employees, the name, gross salary, salary range, total cost of paid fringe benefits, gross amount received in overtime, and other remuneration in addition to salary, job title, job description, dates of employment and positions held with the state or municipality, work location, business telephone number, the city or town of residence, and date of termination shall be public.

(II) Notwithstanding the provisions of this section, or any other provision of the general laws to the contrary, the pension records of all persons who are either current or retired members of the retirement systems established by the general laws as well as all persons who become members of that retirement systems after June 17, 1991 shall be open for public inspection. "Pension records" as used in this section shall include all records containing information concerning pension and retirement benefits of current and retired members of the retirement systems established in title 8, title 36, title 42, and title 45 and future members of said systems, including all records concerning retirement credits purchased and the ability of any member of the retirement system to purchase retirement credits, but excluding all information regarding the medical condition of any person and all information identifying the member's designated beneficiary or beneficiaries.

(B) Trade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature.

(C) Child custody and adoption records, records of illegitimate births, and records of juvenile proceedings before the family court.

(D) All records maintained by law enforcement agencies for criminal law enforcement and all records relating to the detection and investigation of crime, including those maintained on any individual or compiled in the course of a criminal investigation by any law enforcement agency. Provided, however, such records shall not be deemed public only to the extent that the disclosure of the records or information (a) could reasonably be expected to interfere with investigations of criminal activity or with enforcement proceedings, (b) would deprive a person of a right to a fair trial or an impartial adjudication, (c) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (d) could reasonably be expected to disclose the identity of a confidential source, including a state, local, or foreign agency or authority, or any private institution which furnished information on a confidential basis, or the information furnished by a confidential source, (e) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations

or prosecutions or (f) could reasonably be expected to endanger the life or physical safety of any individual. Records relating to management and direction of a law enforcement agency and records or reports reflecting the initial arrest of an adult and the charge or charges brought against an adult shall be public.

(E) Any records which would not be available by law or rule of court to an opposing party in litigation.

(F) Scientific and technological secrets and the security plans of military and law enforcement agencies, the disclosure of which would endanger the public welfare and security.

(G) Any records which disclose the identity of the contributor of a bona fide and lawful charitable contribution to the public body whenever public anonymity has been requested of the public body with respect to the contribution by the contributor.

(H) Reports and statements of strategy or negotiation involving labor negotiations or collective bargaining.

(I) Reports and statements of strategy or negotiation with respect to the investment or borrowing of public funds, until such time as those transactions are entered into.

(J) Any minutes of a meeting of a public body which are not required to be disclosed pursuant to chapter 46 of title 42.

(K) Preliminary drafts, notes, impressions, memoranda, working papers, and work products, provided, however, any documents submitted at a public meeting of a public body shall be deemed public.

(L) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment or promotion, or academic examinations; provided, however, that a person shall have the right to review the results of his or her examination.

(M) Correspondence of or to elected officials with or relating to those they represent and correspondence of or to elected officials in their official capacities.

(N) The contents of real estate appraisals, engineering, or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned; provided the law of eminent domain shall not be affected by this provision.

(O) All tax returns.

(P) All investigatory records of public bodies, with the exception of law enforcement agencies, pertaining to possible violations of statute, rule, or regulation other than records of final actions taken provided that all records prior to formal notification of violations or noncompliance shall not be deemed to be public.

(Q) Records of individual test scores on professional certification and licensing examinations; provided, however, that a person shall have the right to review the results of his or her examination.

(R) Requests for advisory opinions until such time as the public body issues its opinion.

(S) Records, reports, opinions, information, and statements required to be kept confidential by federal law or regulation or state law or rule court.

(T) Judicial bodies are included in the definition only in respect to their administrative function provided that records kept pursuant to the provisions of chapter 16 of title 8 are exempt from the operation of this chapter.

(U) Library records which by themselves or when examined with other public records, would reveal the identity of the library user requesting, checking out, or using any library materials.

(V) Printouts from telecommunication devices for the deaf or hearing and speech impaired.

(W) All records received by the insurance division of the department of business regulation from other states, either directly or through the National Association of Insurance Commissioners, if those records are accorded confidential treatment in that state. Nothing contained in this title or any other provision of law shall prevent or be construed as prohibiting the commissioner of insurance from disclosing otherwise confidential information to the insurance department of this or any other state or country, at any time, so long as the agency or office receiving the records agrees in writing to hold it confidential in a manner consistent with the laws of this state.

(ii) However, any reasonably segregable portion excluded by this section shall be available for public inspections after the deletion of the information which is the basis of the exclusion, if disclosure of the segregable portion does not violate the intent of this section.

PROCEDURES FOR PUBLIC ACCESS REQUIRED

(a) Except as provided in [RI Gen. Laws § 38-2-2\(4\)](#) (Definitions: "Public record" or "public records"), all records maintained or kept on file by any public body, whether or not those records are required by any law or by any rule or regulation, shall be public records and every person or entity shall have the right to inspect and/or copy those records at such reasonable time as may be determined by the custodian thereof.

(b) Each public body shall make, keep, and maintain written or recorded minutes of all meetings.

(c) Each public body shall establish procedures regarding access to public records but shall not require written requests for public information available pursuant to [RI Gen. Laws § 42-35-2](#) (Public Information – Adoption of Rules – Availability of Rules and Orders) or for other documents prepared for or readily available to the public.

(d) If a public record is in active use or in storage and, therefore, not available at the time a person requests access, the custodian shall so inform the person and make an appointment for the citizen to examine such records as expeditiously as they may be made available.

(e) Any person or entity requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing the. Any public body which maintains its records in a computer storage system shall provide any data properly identified in a printout or other reasonable format, as requested.

(f) Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data.

(g) Nothing in this section is intended to affect the public record status of information merely because it is stored in a computer.

(h) No public records shall be withheld based on the purpose for which the records are sought.

Costs

(a) Subject to the provisions of [RI Gen. Laws § 38-2-3](#) (Right to Inspect and Copy Records – Duty to Maintain Minutes of Meetings – Procedures for Access), a public body must allow copies to be made or provide copies of public records. The cost per copied page of written public documents shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.

(b) A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.

(c) Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after a request. A public body shall provide an estimate of the costs of a request for documents prior to providing copies.

(d) Upon request, the public body shall provide a detailed itemization of the costs charged for search and retrieval.

(e) A court may reduce or waive the fees for costs charged for search or retrieval if it determines that the information requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

References

Unpublished Rhode Island Superior Court Opinion - Sennett v. Hicks, et al., (Lanphear, J.) (Washington County Superior Court) (W.C. No. 03-632) (Dec. 15, 2003) - Open Meetings Law - School Committee

Teri OHS v. North Kingstown School Committee, (Superior Court of Rhode Island) (No. C.A. WC 05-441.) (Aug. 10, 2005)

Supreme Court - Tanner v. The Town Council of the Town of East Greenwich (Williams, C. J.)
(Supreme Court) (No. 2002-677-Appeal. (KC 01-1006))

East Providence School District

Accept APRA requests by email? Yes

Email address: kmercerc@epschoolsri.com

Accept APRA requests by fax? No

Mailing address:

80 Burnside Avenue
East Providence, RI 02915

Telephone number: (401) 433-6222

APRA procedures online? Yes

APRA procedures URL:

[www.epschoolsri.com/filestorage/157/EPSPD-\(APR\)-Procedures_and_Form.docx](http://www.epschoolsri.com/filestorage/157/EPSPD-(APR)-Procedures_and_Form.docx)

EAST PROVIDENCE SCHOOL DEPARTMENT PUBLIC RECORDS REQUEST PROCEDURES

The East Providence School Department has instituted the following procedures for the public to obtain public records under the Access to Public Records Act., R.I. Gen Laws § 38-2-1, et. seq.

1. The regular business hours of the School Department are 8:00AM to 4:00PM.
2. Requests for records should be made to:

East Providence School Dept Public Records Officer
Superintendent's Office - Central Administration
145 Taunton Avenue
East Providence, RI 02914
Telephone: 435-7500 Ext. 30002

3. In order to ensure that you are provided with public records you seek in an expeditious manner, unless you are seeking documents that are prepared for or readily available to the public, we ask that you complete the Public Records Request Form available at Central Administration, or on our website <http://www.epschoolsri.com> or otherwise submit your request in writing.
4. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended for an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
5. If you feel that you have been denied access to public records, you may file a complaint with the Rhode Island Attorney General. You may also file a lawsuit in Superior Court.
6. The East Providence School Department is committed to providing you with public records in an expeditious and courteous manner.

**EAST PROVIDENCE SCHOOL DEPARTMENT
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____

Name (optional): _____

Address (optional): _____

Telephone (optional): _____

E-mail (optional): _____

Requested Records: _____

OFFICE USE ONLY

Request taken/received by: _____ Date: _____

Records and/or response to request to be available on: _____

Forward this Document to the East Providence School Dept Public Records Officer

If, after a review of your request, the East Providence School Department determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the School Department reserves its right to claim such an exemption.

If you chose not to include identifying information on this form (name, address, etc.), please indicate how the School Department may contact you about your request.

Exeter - West Greenwich School District

Accept APRA requests by email? Yes

Email address: james_erinakes@ewg.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 397-2407

Mailing address:

940 Nooseneck Hill Road
West Greenwich, RI 02817

Telephone number: (401) 397-5125

APRA procedures online? No

9410: Managing Access to Public Records

The Exeter-West Greenwich School Committee provides public access to records of all district operations in compliance with the state's public records laws (Chapter 38-2 Access to Public Records).

I. Proclamation

The school committee herein directs the superintendent to administer access to the school district's public records in accordance with this policy.

II. Scope

This policy defines public records; assigns responsibility for maintenance of the records; establishes procedures for public members to gain access; sets forth the duties of the custodian of records when a request for access is received; defines the process to be followed when access is denied; and requires annual reporting to the attorney general.

III. Definitions

In the context of this policy, public records mean all documents that are made or received pursuant to state law and all other documents related to the business operations of the school district. Such records, whether on paper, electronically stored or in any other physical form shall be maintained; and, except for the records deemed non-public by 38-2-2 (4), accessible to the public (38-2-3 (a)).

IV. Custodian of Records

The superintendent shall have overall responsibility for administration of public records, he or she may serve as custodian or may delegate this task (38-1-9); however the superintendent shall write or approve all letters addressed to persons requesting access in which access is delayed or denied.

V. Process for Acquiring Access to Records

Persons seeking access to public records must make a written, signed request to the Office of the Superintendent 940 Nooseneck Hill Road West Greenwich, RI 02817 stating specifically which records are sought for inspection and/or copying. A written request shall not be required for preprinted materials intended for public dissemination (38-2-3 (d) and 42-35-2 (3) and (4)). This category includes school committee policies and any other rules or statements of policy, meeting agendas and budget work shop documents.

VI. Custodian's Responsibilities

The custodian shall within ten business days of receiving a request for access either permit or deny the request; provided however, the custodian may, **for good cause**, extend the period for permitting or denying a request to thirty days (38-2-3 (e)).

The custodian shall designate the time and place at which records may be inspected or copied. Records shall be available only during business hours and shall not be removed from the superintendent's office.

To provide public guidance on how to request access to records, the custodian shall have this policy readily available to the public on request, and posted on the school district website (38-2-3 (d)).

The custodian shall provide the records in any media that the person making the request may specify, including printout or other format of electronically maintained records; provided however, that such media is currently used in the school district, and there is no requirement to reorganize, consolidate or compile data to satisfy the request (38-2-7 (g) and (h) and 38-2-3 (k)).

Upon receipt of a request for copied records, the custodian shall inform the person making the request that there are charges he or she must pay for copying stored records. (Section 38-2-4 of the law authorizes reasonable charges for search, retrieval and copying of stored records.) The custodian shall provide a cost estimate to produce the records; require payment of the cost estimate in advance of producing the records; require payment of any costs that exceed the cost estimate before delivering the reproduced records; and conversely refund any over payment.

There shall be no charge for a single copy of preprinted materials.

VI. Procedure for Delay and/or Denial of Access

The custodian shall ensure that all notifications of denial or delay of access are provided to the person making the request within ten days; and that in compliance with 38-2-3 (e), the cause for denial or delay is explained including the date that access to the requested records will be available. When a request is denied due to the record(s) not being in the public domain per 38-2-2 (4), the custodian shall offer the records with the restricted information removed (38-2-3 (b)). To confirm the custodian's actions taken and the date of notification of delay or denial of access, the custodian shall notify the person making the request via US Postal Service, Registered Mail.

VII. Right to Appeal Denial of Access

Any person denied access to public records may petition the superintendent for a review of the decision to deny (28-2-8(a)). The superintendent shall give the petition full consideration and shall make a decision whether or not to allow access within ten days from the date that the review petition was received. If the person is not satisfied with the superintendent's decision, a complaint may be filed with the attorney general (38-2-8(b)).

VIII. Annual Report to Attorney General

In accordance with 38-2-3.16 not later than January 1 annually, the superintendent shall report to the attorney general that all school district personnel who have authority to grant access to public records have undergone training regarding the open records law.

IX. Applicable State Laws, as Amended

38-2-1 Purpose.

38-2-2 Definitions.

38-2-3 Right to inspect and copy records—Duty to maintain minutes of meetings—Procedure for access.

38-2-4 Cost

38-2-7 Denial of access.

38-2-8 Administrative appeals.

42-35-2 Public information—Adoption of rules—Availability of rules and orders.

X. Dissemination

This policy shall be disseminated to all policy book holders.

XI. Effective Date

This policy shall become effective on the date that the school committee approves the revision.

Policy Adopted: April 1995
Revision Approved: November 13, 2013

Foster School District

Accept APRA requests by email? Yes

Email address: ccaswell@fg.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 647 - 3750

Mailing address:

160 Foster Center Road
Foster, RI 02825

Telephone number: (401) 647-5100

APRA procedures online? No

FOSTER SCHOOL COMMITTEE

ACCESS TO PUBLIC RECORDS POLICY

#5125.5

The Foster School Committee recognizes that the free flow of information to the public is essential to a thriving democracy. Accordingly, the Foster School Committee, pursuant to its authority un R.I.G.L. 38-2-3, promulgates this Policy to ensure with the Access to Public Records Act, R.I.G.L. 38-2 *et seq.*, in regards to all records held by the Foster School Committee and/or the Foster School Department.

1. All parties seeking access to records held by the Foster School Committee and/or the Foster School Department shall place their requests in writing.

EXCEPTION: no writing is required where the request is for a public document prepared for or readily available to the public. Public documents which are prepared for or readily available to the public will be provided as expeditiously as possible, usually upon request, but not later than ten (10) business days after receipt of the request, unless an extension of time is prepared pursuant to Paragraph 5.

2. When the request for access to records is required to be placed in writing that written request shall be referred to the Principal. If the Principal determines that the requested records fall under the definition of “public records,” as provided in R.I.G.L. 38-2-2, access to the same shall be provided no later than ten (10) business days after receipt of the initial written request, unless an extension of time is prepared pursuant to Paragraph 5.
3. If the requesting party wishes to make or receive copies of public records, he or she shall be charged \$.15 per page for photocopies of written documents copyable on common business or legal-sized paper. If said written documents are not copyable on common business or legal-sized paper, the charge will be the actual cost of reproduction. If the party wishes electronic copies of records, he or she may be charged the reasonable actual cost for providing said electronic records. The party shall also be responsible for costs for search and retrieval of records at the rate of \$15.00 per hour, with the first hour of search and retrieval coming at no charge. Prior to the search/retrieval and / or copying of records, the Principal shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be pre-paid.

If the requesting party desires to receive copies sent by mail, that party is responsible for providing a stamped, self-addressed envelope.

EXCEPTION: These provisions will not apply to public documents prepared for or readily available to the public, as described in Paragraph 1.

4. If the Principal determines that requested records do not fall under the definition of “public records,” denial of access shall be communicated to the requesting party in writing within ten (10) business days of receipt of the written request, unless an extension of time is prepared pursuant to Paragraph 5. Said written denial shall state the specific reasons for which access to the requested documents is being denied, and outline the procedures for appealing this decision.
5. If additional time beyond ten (10) business days from the date of receipt of the initial request is needed to respond, the Principal shall indicate to the requesting party, in writing, that an extension of time up to twenty (20) additional business days is necessary, along with the specific reasons for which the extension is necessary.
6. If the Principal denies access to the requested documents, the requesting party may petition the Superintendent of Schools for review. The Superintendent shall make his or her final determination within ten (10) business days after submission of the petition to review the decision of the Principal. If the requesting party is dissatisfied with the Superintendent’s determination, the party may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903, or the Providence County Superior Court.

First Reading: 5-24-2005
Second Reading: 6-15-2005
Adopted: 6-15-2005
Reviewed & Approved: August 28, 2007
Amended:

Foster-Glocester Regional Schools

Accept APRA requests by email? Yes

Email address: mbarnes@fg.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 710-9825

Mailing address:

1145 Putnam Pike
Box D
Chepachet, RI 02814

Telephone number: (401) 710-7500

APRA procedures online? Yes

APRA procedures URL:

<http://www.fg.k12.ri.us/files/692768/access%20to%20public%20records%20policy%206259.pdf>

Foster-Glocester Schools
PUBLIC ACCESSIBILITY TO RECORDS

The Foster-Glocester Regional School District (hereinafter "District") is an advocate for open government and has implemented this policy in compliance with the Rhode Island Access to Public Records Act, R.I. Gen. Laws §38-2-1 et seq. (hereinafter "the Act"). All written or recorded information made or received pursuant to law or ordinance or in connection with the transaction of official business by the District, subject to the exceptions outlined in the Act, shall be made accessible for inspection by the general public. In order to facilitate the public's access to such information, the District shall adhere to the following procedures:

1. The District will respond to appropriate requests within (10) business days. The District may, if necessary to avoid imposing an undue burden on the District, respond after an additional twenty (20) business day period.
2. In order to facilitate orderly responses, requests to inspect or copy records can be submitted to the Superintendent, or his/her designee, on a form available at his/her office and on the District website. The Superintendent, or his/her designee, shall determine whether the specific records sought are appropriate for public inspection, and shall determine the appropriate time and place for inspection.
3. If, pursuant to the provisions of the Act, the public is prohibited from inspecting the requested information, the Superintendent, or his/her designee, shall, in writing, deny the request, stating the reason(s) therefore, within ten (10) days of the request.
4. If a portion of the information requested is not suitable for public inspection, the Superintendent, or his/her designee, shall so advise the person making the request, in writing. The Superintendent, or his/her designee, shall make the remaining portion of the information requested available for inspection subject to the procedures described herein..
5. Only the records suitable for inspection under the Act shall be made available for public inspection. Student records shall not be available for public inspection.
6. The Superintendent, or his/her designee, reserves the right to consult with legal counsel for the district regarding requests made pursuant to the Act.
7. The District may assess charges, not to exceed \$15.00 per hour, for searching for and retrieving records requested in accordance with the Act or this policy. The District shall not charge for the first hour of searching for or retrieving records. In addition, the Superintendent, or his/her designee, shall, if inspection is permissible, advise the person making the request that a per page charge, not to exceed \$.15 per page, shall be assessed for providing copies of requested records. An estimate of the total cost of a request for records may be provided prior to providing the copies, upon request.
8. Any person or entity denied access to public records by the District may appeal to the Superintendent's office for a final determination of the District. If the District denies the appeal, the person or entity may file a complaint with the Rhode Island Attorney General.

First reading: December 4, 2012

Second Reading: January 3, 2013

Adoption: January 3, 2013

Foster-Glocester Public Schools

MICHAEL S. BARNES, Ph. D.
SUPERINTENDENT

ELIZABETH H. SINWELL
DIRECTOR OF CURRICULUM,
INSTRUCTION AND ASSESSMENT

SARAH E. MANGIARELLI
BUSINESS MANAGER

MARC CAQUETTE
TECHNOLOGY DIRECTOR

JOHN OBIURKA
DIRECTOR OF BUILDINGS AND GROUNDS



KATHRYN RITTER-SMITH
ADMINISTRATIVE ASSISTANT

ADDRESS MAIL TO:
CENTRAL ADMINISTRATIVE OFFICE
91 ANAN WADE ROAD
NORTH SCITUATE, RI 02857

SUPT. TELEPHONE: 401-710-7500 X4
SUPT. OFFICE FAX: 401-710-9825
BUS.OFFICE TEL: 401-710-7500 X4
BUS.OFFICE FAX: 401-710-9843

INFORMATION REQUEST AND INQUIRY

INFORMATION REQUEST AND INQUIRY FORM

Date Requested: _____ Requested By: _____
Requested Of: _____ Respond By: _____
Regarding: _____ Phone/Extension: _____

INQUIRY DETAILS

Please complete the form and leave in the Business Manager's in-box. We will acknowledge your request within 24 hours, at which time we will discuss when we will have the requested information available for you.

Indicate your request and/or inquiry in the space provided below

FOR CENTRAL OFFICE USE ONLY

Date Replied: _____

Signature: _____

Comments:

The Foster-Glocester Regional School District does not discriminate on basis of age, gender, race, religion, or handicap in accordance with applicable laws and regulations.

Glocester School Department

NOTE: APRA requests to the Glocester School Department are processed by the Glocester Town Clerk

Accept APRA requests by email? Yes

Email address: townclerk@GlocesterRI.org

Accept APRA requests by fax? Yes

Fax number: (401) 568-5850

Mailing address:

Glocester School Department, c/o Town Clerk
1145 Putnam Pike
P.O. Box B
Chepachet, RI 02814-0702

Telephone number: (401) 568-4175

APRA procedures online? Yes

APRA procedures URL: <http://www.glocesterri.org/PublicRecordsRequest.pdf>

Town of Gloucester, RI
Tuesday, April 1, 2014

Chapter 387. PUBLIC RECORDS ACCESS

[HISTORY: Adopted by the Town Council of the Town of Gloucester 12-20-2012, effective 1-23-2013. Editor's Note: This policy superseded former Ch. 387, Public Records, Access To, adopted 9-19-1996 as Ch. III, § 2, 3-02-01, of the 1991 Code. Amendments noted where applicable.]

§ 387-1. Policy and procedure.

- A. The Town of Gloucester is an advocate for open government and has implemented a procedure per the Rhode Island Attorney General's office guidelines. (R.I.G.L. 2012, amendments included)
- B. Unless you are seeking prepared documents or documents readily available at the time of request, you will be asked to complete a public records request form, or you may submit your request in writing. You are not required to provide identification or the reason you seek the information.
- C. All public records request forms or written requests shall be received and time-stamped in the office of the Public Records Officer. The Public Records Officer will then forward a copy of this request form to the appropriate department for action.
- D. The Rhode Island Access to Public Records Act (which can be found at <http://www.riag.ri.gov>) allows a public body 10 business days to respond to the request, which can be extended an additional 20 business days for "good cause."
- E. If the individual making the request wants only to view the records, the department director will make an appointment for the citizen to come to his/her office during normal business hours within the time frame prescribed.
- F. If you feel that you have been denied access to public records, you should contact the Public Records Officer for further assistance. If you are not satisfied with the results, you should contact the Rhode Island Attorney General at the above website or at his/her office.

§ 387-2. Fees.

- A. Subject to the provisions of R.I.G.L. § 38-2-3, the cost per copied page of written documents provided to the public shall not exceed \$0.15 per page for documents copyable on common business or legal-size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.
- B. A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed \$15 per hour, and no costs shall be charged for the first hour of a search or retrieval.

C. A public body shall provide an estimate of the costs of a request for documents prior to providing copies, upon request.



_____ **Date of request/Deadline**

**THE TOWN OF GLOUCESTER, RHODE ISLAND
PUBLIC RECORDS REQUEST FORM**

Date: _____

Name (optional): _____

Address (optional): _____

Town: _____ State: _____ Zip Code: _____

Telephone (optional): _____

Requested Records: _____

FEES: Subject to the provisions of R.I.G.L. § 38-2-3: the cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.

A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.

A public body shall provide an estimate of the costs of a request for documents prior to providing copies, upon request.

Received by: _____ Date: _____

Jamestown School Department

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 423 - 7022

Mailing address:

76 Melrose Avenue
Jamestown, RI 02835

Telephone number: 401-423-7010

APRA procedures online? Yes

APRA procedures URL:

<http://www.jamestownri.com/school/sc/Policies/Access%20to%20Public%20Records%20Policy%20approved%206.17.10%20web.pdf>

Jamestown School Department

ACCESS TO PUBLIC RECORDS POLICY

Purpose

The Jamestown School Department is committed to providing citizens with public records in an expeditious and courteous manner, and will abide by the laws of open government and follow the Access to Public Records Act. The purpose of this policy is to provide an orderly process for the accurate, efficient release of public records or information requested by citizens.

Policy

Any requests to inspect public records may be mailed or brought to the Jamestown School Department at 76 Melrose Avenue, Jamestown, RI, 02835, and directed to the Superintendent's office. E-mail requests will not be accepted. If a citizen wishes to submit a request by fax, he/she must first contact the Superintendent's office at 401-423-7020.

In order to request, inspect, and/or obtain copies of documents maintained by the Jamestown School Department, a written request for the records that identifies clearly the specific records being sought and states that the request is being made pursuant to the Access to Public Records Act must be submitted. A written request is NOT necessary for documents available pursuant to RI General Law 42-35-2, or other documents prepared for or readily available to the public.

The Jamestown School Department notes the statement in RIGL 38-2-3(h) that "Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data."

There are times when the records being sought are not readily available at the time of the request. The Access to Public Records Act allows a public body ten (10) business days to respond to a request, and with "good cause," that time may be extended to thirty (30) business days. If after review of a request the Jamestown School Department determines that the requested records are exempt from disclosure for a reason outlined in RIGL 38-2-2(4)(i)(A) – (Y), the Department reserves its right to claim such exemption.

If a citizen maintains that there has been a denial of access to public records, an appeal may be filed with the Department of Attorney General.

Johnston Public Schools

Accept APRA requests by email? Yes

Email address: bdillulo@johnstonschools.org

Accept APRA requests by fax? Yes

Fax number: 401-233-1907

Mailing address:

10 Memorial Avenue
Johnston, RI 02919

Telephone number: (401) 233-1900

APRA procedures online? Yes

APRA procedures URL:

http://www.johnstonschools.org/documents/Policies_Procedures/SECTION%20K%20-%20School%20Community%20Relations.pdf

JOHNSTON SCHOOL COMMITTEE
ACCESS TO PUBLIC RECORDS POLICY

The Johnston School Committee recognizes that the free flow of information to the public is essential to a thriving democracy. Accordingly, the Johnston School Committee, pursuant to its authority under R.I.G.L. §38-2-3, promulgates this Policy to ensure compliance with the Access to Public Records Act, R.I.G.L. §38-2 *et seq.*, in regards to all records held by the Johnston School Committee and/or the Johnston School Department.

1. All parties seeking access to records held by the Johnston School Committee and/or the Johnston School Department shall place their requests in writing.

EXCEPTION: No writing is required where the request is for a public document prepared for or readily available to the public. Public documents which are prepared for or readily available to the public will be provided as expeditiously as possible, usually upon request, but not later than ten (10) business days after receipt of the request, unless an extension of time is prepared pursuant to Paragraph 5.

2. When the request for access to records is required to be placed in writing, that written request shall be referred to the Assistant Superintendent. If the Assistant Superintendent determines that the requested records fall under the definition of "public records," as provided in R.I.G.L. §38-2-2, access to the same shall be provided no later than ten (10) business days after receipt of the initial written request, unless an extension of time is prepared pursuant to Paragraph 5.

3. If the requesting party wishes to make or receive copies of public records, he/she shall be charged \$.15 per page for photocopies of written documents copyable on common business or legal-sized paper. If said written documents are not copyable on common business or legal sized paper, the charge will be the actual cost of reproduction. If the party wishes electronic copies of the records, he/she may be charged the reasonable actual cost for providing said electronic records. The party shall also be responsible for costs for search and retrieval of records at the rate of \$15.00 per hour, with the first hour of search and retrieval coming at no charge. Prior to the search/retrieval and/or copying of records, the Assistant Superintendent shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be pre-paid.

If the requesting party desires to receive copies sent by mail, that party is responsible for providing a stamped, self-addressed envelope.

EXCEPTION: These provisions will not apply to public documents prepared for or readily available to the public, as described in Paragraph 1.

4. If the Assistant Superintendent determines that requested records do not fall under the definition of "public records," denial of access shall be communicated to the requesting party in writing within ten (10) business days of receipt of the written request, unless an extension of time is prepared pursuant to Paragraph 5. Said written denial shall state the specific reasons for which access to the requested documents is being denied, and outline the procedures for appealing this decision.

5. If additional time beyond the ten (10) business days from the date of receipt of the initial request is needed to respond, the Assistant Superintendent shall indicate to the requesting party, in writing, that an extension of time of up to twenty (20) additional business days is necessary, along with the specific reasons for which the extension is necessary.

6. If the Assistant Superintendent denies access to the requested documents, the requesting party may petition the Superintendent of Schools for review. The Superintendent shall make his/her final determination within ten (10) business days after submission of the petition to review the decision of the Assistant Superintendent. If the requesting party is dissatisfied with the Superintendent's determination, the party may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903, or the Providence County Superior Court.

First Reading:	October 26, 2004
Second Reading:	November 9, 2004
Adopted:	Johnston School Committee November 9, 2004

PUBLIC'S RIGHT TO KNOW

By virtue of the purpose of creation of public governing bodies, the meetings and records of the School Committee are a matter of public information.

Educational matters will be discussed and decisions made at public meetings of the school Committee and its subcommittees, except for such matters as are properly discussed in private executive sessions.

The official minutes of the Committee, its written policies, and its financial records will be open for inspection in the Superintendent's office during the hours the administration offices are open. However, no records pertaining to the individual students or staff members will be released for inspection by the public or any authorized persons, by the Superintendent or by any other person responsible for the custody of confidential files.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.

Each principal is authorized to use all means available to keep the school's community informed about the school's program and activities. However, the release of information of system-wide interest is to be coordinated by the Superintendent.

ADOPTED:

LEGAL REF.: 38.2-1-15

**Johnston Public Schools
REQUEST FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____
Name (optional) _____
Address (optional) _____
Telephone (optional) _____
Requested Records: _____

Office Use

Request taken by: _____ Request Number _____
Date: _____ Time: _____
Records to be available on: _____ Mail [] Pick Up []
Records provided: _____
Costs: _____ # of copies _____ Search and retrieval charge: _____

Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the front desk. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws §38-2-2(4)(i)(A) through (W), the Department reserves its right to claim such exemption.

NOTE: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, record requested and request number.
Thank you.

ADOPTED:

**Johnston Public Schools
PUBLIC RECORD REQUEST**

1. The regular business hours of the District Administration are 8:00AM to 4:00PM.
2. The District may ask you for identification, or for the reason for your request, as its regular course of business. However, you are not required to provide identification of the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form.
4. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond. We appreciate your understanding and patience.
5. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.
6. Costs. The Access to Public Records Act allows a citizen the opportunity to inspect and/or to copy public records. You may elect to obtain public records in any and all media in which we are capable of providing them. The Access to Public Records Act permits a charge for search and retrieval of documents not to exceed fifteen (\$15.00) per hour, with no charge for the first hour. If your request a charge to be assessed, we will provide you with an estimate. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data.

ADOPTED:

Lincoln Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 724.4121

Mailing address:

Superintendent's Office
Lincoln Public Schools
1624 Lonsdale Avenue
Lincoln, RI 02865

Telephone number: (401) 721-3300

APRA procedures online? Yes

APRA procedures URL:

http://www.lincolnp.s.org/files/uploads/docs/School_Committee/Policies/APRA%20REQUEST%20PROCEDURE%20-%20Lincoln.pdf

TOWN OF LINCOLN PUBLIC SCHOOLS ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the Town of Lincoln Public Schools has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Lincoln Public Schools is the Superintendent of Schools. The contact for obtaining public records is the Public Records Officer located at the:

Superintendent's Office
Lincoln Public Schools
1624 Lonsdale Avenue
Lincoln, RI 02865
(401) 721-3313

Normal business hours for the School Department are 8:30 am to 4:00 PM Monday – Friday, excepting holidays.

2. In order to request to inspect and/or to obtain copies of documents maintained by the Lincoln Public Schools, the Lincoln Public Schools requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the R.I. Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to R.I. General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the Superintendent's Office, Lincoln Public Schools, 1624 Lonsdale Avenue, Lincoln, RI 02865. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.

4. Additional copies of this form are available on the School Department's website found at www.lincolnps.org under school committee/policies.

5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the R.I. Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).

6. If after review of your request, the Town of Lincoln Public Schools determines that the requested records are exempt from disclosure for a reason set forth in R.I. General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.

7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See R.I. General Law 38-2-8.

8. The Lincoln Public Schools is committed to providing you with public records in an expeditious and courteous manner.

**TOWN OF LINCOLN PUBLIC SCHOOLS
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

Little Compton Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 635-2191

Mailing address:

Superintendent's Office
28 Commons
Little Compton, RI 02837

Telephone number: (401) 635-2351

APRA procedures online? No

LITTLE COMPTON SCHOOL DEPARTMENT ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the Little Compton School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Little Compton School Department is the Superintendent of Schools. The contact for obtaining public record is the Superintendent's office located at:

28 Commons, P. O. Box 178

Little Compton, RI 02837

Phone: (401) 635-2351

Normal business hours for the School Department are 8:30 am to 4:30 PM Monday – Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Little Compton School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the Little Compton School Department, 28 Commons, P. O. Box 178, Little Compton, RI 02837

and directed to the Superintendent's Office. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.

4. Additional copies of this form are available on the School Department's website found at [WEBSITE ADDRESS] under [LOCATION ON WEBSITE].

5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).

6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI

Middletown Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: (401) 849-0202

Mailing address:

26 Oliphant Lane
Middletown, RI 02842

Telephone number: 401-849-2122

APRA procedures online? Yes

APRA procedures URL:

http://www.mpsri.net/uploaded/documents/SchoolCommittee/Policies/Series_1000/1100_Public_Records.pdf

Policies

Middletown Public Schools Public Records

No. 1100

PUBLIC RECORDS

The Middletown School Committee meetings and records will be matters of public information, subject to such restriction as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The official minutes of the School Committee, its written policies, and its financial records will be available at the Superintendent's Office by any citizen desiring to examine them. Approved minutes from open session meetings also will be posted on the district website.

However, no records will be released for inspection by the public or any unauthorized persons, either by the Superintendent or any other person designated as custodian for the Middletown Public Schools records, if such disclosure would be contrary to the public interest, as described in state law.

The people's right to know the process of government decision making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

Reference: Titles 38-2 of the General Laws of Rhode Island.

1st Reading - January 15, 2009

2nd Reading and Approval - February 12, 2009

ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to **Rhode Island General Laws § 38-2-3(d)**, the Middletown School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Middletown School Department is the Superintendent of Schools. The contact for obtaining public record is the Superintendent's office located at:

Middletown Public Schools

26 Oliphant Lane

Middletown, RI 02842

Phone: (401) 849-2122

Fax: (401) 849-0202

Normal business hours for the School Department are 7:30 a.m. to 4:00 p.m. Monday - Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Middletown School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the *Access to Public Records Act*. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to **Rhode Island General Law 42-35-2** or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed or dropped off at the Middletown School Department, 26 Oliphant Lane, Middletown, Rhode Island, 02842, and directed to the Superintendent's Office. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.
4. Additional copies of this form are available on the School Department's website found at www.mpsri.net.
5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the *Access to Public Records Act* allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days, (thirty (30) business days total).
6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in **Rhode Island General Laws 38-2-2(4)(i)(A) - (Y)**, the School Department reserves its right to claim such exemption.

7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See **Rhode Island General Law 38-2-8**.
8. The Middletown School Department is committed to providing you with public records in an expeditious and courteous manner.

1st Reading - November 29, 2012

2nd Reading and Approval - December 20, 2012

**MIDDLETOWN SCHOOL DEPARTMENT
REQUEST FORM FOR RECORDS
UNDER THE
ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

Narragansett School System

Accept APRA requests by email? Yes

Email address:

ksipala@narragansett.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: (401) 792-9439

Mailing address:

25 5th Avenue
Narragansett, RI 02882

Telephone number:

401-792-9450

APRA procedures online? Yes

APRA procedures URL: <http://www.narragansett.k12.ri.us/Policy/I.B.9.Public%20Records.htm>



TOWN OF NARRAGANSETT
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882
Tel. (401) 789-1044 Fax (401) 783-9637
www.narragansettri.gov

PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law §38-2-3-(d) the Town of Narragansett hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Town of Narragansett may be presented orally or in writing to the following Designated Public Records Officers during normal business hours Monday through Friday as indicated below.

Fire Department

Judy Christofaro
Public Safety Building
40 Caswell Street
Narragansett, RI 02882
jchristofaro@narragansettri.gov
(8:30 a.m. to 4:00 p.m.)

Police Department

Linda Piccirilli
Records Department
Public Safety Building
40 Caswell Street
Narragansett RI 02882
lpiccirilli@narragansettri.gov
(8:30 a.m. to 12:00 p.m.)

Town Departments

Anne M. Irons, CMC-Town Clerk
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
airons@narragansettri.gov
(8:30 a.m. to 4:30 p.m.)

School Department

Susan McKnight
Superintendent's Office
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
Smcknight@narragansett.k12.ri.us
(8:00 a.m. to 4:00 p.m.)

**TOWN OF NARRAGANSETT
PROCEDURE FOR OBTAINING RECORDS**

Page Two

2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the Town asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection §38-2-3(e). In such instance, a response will be provided within thirty (30) days of receipt of request.
4. If after review of your request, the Town determines that the requested records are exempt from disclosure for a reason set forth in RIGL § 38-2-2(4) (A) through (Y), the Town reserves its right to claim such exemption.
5. In accordance with Rhode island General Laws 38-2-4, the Town may charge for a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the Town of Narragansett shall be considered one (1) request.
6. The Town of Narragansett is not obligated to produce for inspection or copying records that are not in the possession of the Town of Narragansett. Moreover, the Town of Narragansett is not required to reorganize, consolidate, or compile data that is not maintained by the Town of Narragansett in the form requested.

The Town of Narragansett is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

NARRAGANSETT SCHOOL SYSTEM
ADMINISTRATIVE OFFICES
25 FIFTH AVENUE
NARRAGANSETT, RHODE ISLAND 02882-3612
Telephone (401) 792-9450
FAX (401) 792-9439

**PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

In order to document the Narragansett School System's compliance with the Access to Public Records Act, please complete this form and forward to Susan McKnight, Superintendent's Office, 25 Fifth Avenue, Narragansett, RI 02882. For questions related to a request for records, please call: (401) 792-9450, Ext. 1.

Date _____ Request Number _____

Name (optional) _____

Contact information (please provide at least one of the following):

Address (optional) _____

Telephone (optional) _____ Facsimile (optional) _____

Requested Records : _____

I further declare that while inspecting original documents of the Town of Narragansett, I will not remove, damage, or in any way alter any original documents temporarily in my possession.

Signature: _____

OFFICE USE ONLY

Request taken by _____ Request # _____

Date _____ Time _____

Records to be available on _____ Mail _____ Email _____ Pick Up _____

Records Requested/ Provided _____

Costs _____ # copies _____ search and retrieval time _____

Forward this document to the Superintendent's Office, Attn: Susan McKnight.

Narragansett School System, Public Records Request Receipt

If you desire to pick up the records they will be available on _____ in the Superintendent's Office. If, after review of your request, it is determined that the requested records are exempt from disclosure for a reason set forth in RIGL §38-2-2(4)(A) through (Y), the School System reserves its right to claim such exemption. Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.) please inform this office of the date you made the request, records requested and request number.

The Narragansett School System does not discriminate on the basis of age, sex, race, religion, national origin, language, color, or disability in accordance with applicable laws and regulations.

New Shoreham School District

Accept APRA requests by email? Yes

Email address: rhicks@bi.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: 401-466-5610

Mailing address:

Box 1890
Block Island, RI 02807

Telephone number: (401) 466-7727

APRA procedures online? Yes

APRA procedures URL: <http://blockislandschool.net/dynamic/File.aspx?FileId=1574>

NEW SHOREHAM SCHOOL COMMITTEE
BLOCK ISLAND SCHOOL

Except for those records deemed not to be public according to [RI General Laws § 38-2-2 \(Definitions\)](#), which are outlined below, all records maintained or kept on file by the New Shoreham School Department are considered public and every person shall have the right to inspect and/or copy the records during reasonable office hours.

The following records are not deemed public; however, any reasonably segregable portion excluded by this section shall be available for public inspections after the deletion of the information which is the basis of the exclusion, if disclosure of the segregable portion does not violate the intent of this section:

A. Individual records as below:

- a. All records which are identifiable to an individual applicant for benefits, clients, patient, student, or employee; including, but not limited to, personnel, medical treatment, welfare, employment security, pupil records, all records relating to a client/attorney relationship and to a doctor/patient relationship, and all personal or medical information relating to an individual in any files, including information relating to medical or psychological facts, personal finances, welfare, employment security, student performance, or information in personnel files maintained to hire, evaluate, promote, or discipline any employee of the New Shoreham School Department; provided, however, with respect to employees, the name, gross salary, salary range, total cost of paid fringe benefits, gross amount received in overtime, and other remuneration in addition to salary, job title, job description, dates of employment and positions held with the state or municipality, work location, business telephone number, the city or town of residence, and date of termination shall be public.
 - b. Notwithstanding the provisions of this section, or any other provision of the general laws to the contrary, the pension records of all persons who are either current or retired members of the retirement systems established by the general laws as well as all persons who become members of that retirement systems after June 17, 1991, shall be open for public inspection. "Pension records" as used in this section shall include all records containing information concerning pension and retirement benefits of current and retired members of the retirement systems established in title 8, title 36, title 42, and title 45 and future members of said systems, including all records concerning retirement credits purchased and the ability of any member of the retirement system to purchase retirement credits, but excluding all information regarding the medical condition of any person and all information identifying the member's designated beneficiary or beneficiaries.
- B. Trade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature.
- C. Child custody and adoption records, records of illegitimate births, and records of juvenile proceedings before the family court.

- D. All records maintained by law enforcement agencies for criminal law enforcement and all records relating to the detection and investigation of crime, including those maintained on any individual or compiled in the course of a criminal investigation by any law enforcement agency. Provided, however, such records shall not be deemed public only to the extent that the disclosure of the records or information (a) could reasonably be expected to interfere with investigations of criminal activity or with enforcement proceedings, (b) would deprive a person of a right to a fair trial or an impartial adjudication, (c) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (d) could reasonably be expected to disclose the identity of a confidential source, including a state, local, or foreign agency or authority, or any private institution which furnished information on a confidential basis, or the information furnished by a confidential source, (e) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions or (f) could reasonably be expected to endanger the life or physical safety of any individual. Records relating to management and direction of a law enforcement agency and records or reports reflecting the initial arrest of an adult and the charge or charges brought against an adult shall be public.
- E. Any records which would not be available by law or rule of court to an opposing party in litigation.
- F. Scientific and technological secrets and the security plans of military and law enforcement agencies, the disclosure of which would endanger the public welfare and security.
- G. Any records which disclose the identity of the contributor of a bona fide and lawful charitable contribution to the New Shoreham School Department whenever public anonymity has been requested of the New Shoreham School Department with respect to the contribution by the contributor.
- H. Reports and statements of strategy or negotiation involving labor negotiations or collective bargaining.
- I. Reports and statements of strategy or negotiation with respect to the investment or borrowing of public funds, until such time as those transactions are entered into.
- J. Any minutes of a meeting of the New Shoreham School Department which are not required to be disclosed pursuant to chapter 46 of title 42.
- K. Preliminary drafts, notes, impressions, memoranda, working papers, and work products, provided, however, any documents submitted at a public meeting of the New Shoreham School Department shall be deemed public.
- L. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment or promotion, or academic examinations; provided, however, that a person shall have the right to review the results of his or her examination.
- M. Correspondence of or to elected officials with or relating to those they represent and correspondence of or to elected officials in their official capacities.

- N. The contents of real estate appraisals, engineering, or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned; provided the law of eminent domain shall not be affected by this provision.
- O. All tax returns.
- P. All investigatory records, with the exception of law enforcement agencies, pertaining to possible violations of statute, rule, or regulation other than records of final actions taken provided that all records prior to formal notification of violations or noncompliance shall not be deemed to be public.
- Q. Records of individual test scores on professional certification and licensing examinations; provided, however, that a person shall have the right to review the results of his or her examination.
- R. Requests for advisory opinions until such time as the New Shoreham School Department issues its opinion.
- S. Records, reports, opinions, information, and statements required to be kept confidential by federal law or regulation or state law or rule court.
- T. Judicial bodies are included in the definition only in respect to their administrative function provided that records kept pursuant to the provisions of chapter 16 of title 8 are exempt from the operation of this chapter.
- U. Library records which by themselves or when examined with other public records, would reveal the identity of the library user requesting, checking out, or using any library materials.
- V. Printouts from telecommunication devices for the deaf or hearing and speech impaired.
- W. All records received by the insurance division of the department of business regulation from other states, either directly or through the National Association of Insurance Commissioners, if those records are accorded confidential treatment in that state. Nothing contained in this title or any other provision of law shall prevent or be construed as prohibiting the commissioner of insurance from disclosing otherwise confidential information to the insurance department of this or any other state or country, at any time, so long as the agency or office receiving the records agrees in writing to hold it confidential in a manner consistent with the laws of this state.

Required Procedures for Public Access: Except as provided in [RI General Laws § 38-2-2\(4\) \(Definitions: "Public record" or "public records"\)](#), all records maintained or kept on file by the New Shoreham School Department, whether or not those records are required by any law or by any rule or regulation, shall be public records and every person or entity shall have the right to inspect and/or copy those records at such reasonable time as may be determined by the custodian thereof.

- a) All responses to public records requests shall be made within ten (10) days of receipt. Upon notice to requester, up to twenty (20) days additional time may be taken based on the volume of the request and burden of response.

- b) The Superintendent is authorized to respond to requests under this policy, however, in the absence of the superintendent, any administrator, if able, may respond to requests regarding public records under their control in order to expedite public access.
- c) This policy shall serve as procedural guidance for implementation.
- d) Given the part-time employment of key personnel, a request shall be deemed received when it is in the possession of or has been read by an authorized responder.
- e) The New Shoreham School Department shall make, keep, and maintain written or recorded minutes of all meetings.
- f) The New Shoreham School Department shall not require written requests for public information available pursuant to [RI General Laws § 42-35-2 \(Public Information – Adoption of Rules – Availability of Rules and Orders\)](#) or for other documents prepared for or readily available to the public.
- g) If a public record is in active use or in storage and, therefore, not available at the time a person requests access, the custodian shall so inform the person and make an appointment for the citizen to examine such records as expeditiously as they may be made available.
- h) Any person or entity requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. Any records in a computer storage system shall be properly identified in a printout or other reasonable format, as requested.
- i) Nothing in this section shall be construed as requiring the New Shoreham School Department to reorganize, consolidate, or compile data it does not maintain in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the New Shoreham School Department would not be unduly burdened in providing such data.
- j) Nothing in this section is intended to affect the public record status of information merely because it is stored in a computer.
- k) No public records shall be withheld based on the purpose for which the records are sought.

Costs

- a) Subject to the provisions of [RI General Laws § 38-2-3 \(Right to Inspect and Copy Records – Duty to Maintain Minutes of Meetings – Procedures for Access\)](#), New Shoreham School Department must allow copies to be made or provide copies of public records. The cost per copied page of written public documents shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. New Shoreham School Department may not charge more than the reasonable actual cost for providing electronic records.
- b) A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.
- c) Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after a request. New Shoreham School

Department shall provide an estimate of the costs of a request for documents prior to providing copies.

- d) Upon request, the New Shoreham School Department shall provide a detailed itemization of the costs charged for search and retrieval.
- e) The administration may waive costs provided they are minimal.
- f) A court may reduce or waive the fees for costs charged for search or retrieval if it determines that the information requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

Policy Adopted: _____
New Shoreham School District, Block Island School

Newport Public Schools

NOTE: At the time of this audit, Newport Public Schools did not have written APRA procedures

Accept APRA requests by email? Yes

Email address: ColleenJermain@newportrischools.org

Accept APRA requests by fax? Yes

Fax number: (401)849-0170

Mailing address:

437 Broadway
Newport, RI 02840

Telephone number: (401) 847-2100

APRA procedures online? No

North Kingstown School Department

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number:

Mailing address:

100 Fairway Drive
North Kingstown, RI 02852

Telephone number: (401) 268-6403

APRA procedures online? Yes

APRA procedures URL:

http://www.nksd.net/pages/North_Kingstown_School_Dept/Parents/Access_to_Public_Records

NORTH KINGSTOWN SCHOOL DEPARTMENT ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the North Kingstown School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the North Kingstown School Department is the Superintendent of Schools. The contact for obtaining public record is the Superintendent's office located at:

100 Fairway Drive
North Kingstown, RI 02852
Phone: (401) 268-6403

Normal business hours for the School Department are 8:00 am to 4:00 PM Monday – Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the North Kingstown School Department requests that you complete the form on the back side of this document, or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the North Kingstown School Department, 100 Fairway Drive, North Kingstown, RI 02852 and directed to the Superintendent's Office. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office before faxing the request.

4. Additional copies of this form are available on the School Department's website found at www.nksd.net under Access to Public Records at the "Parents" tab.

5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).

6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.

7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.

8. The North Kingstown School Department is committed to providing you with public records in an expeditious and courteous manner.

**NORTH KINGSTOWN SCHOOL DEPARTMENT
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____

Office Use: Request Number

Name

—

Address

Telephone

E-Mail

Address

—

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken

by: _____

Date: _____

Time: _____

Date Person Informed of Cost and Availability of
Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up

Costs:

Copies _____

Search and
Retrieval _____

Total _____

North Providence School Department

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number:

Mailing address:

2240 Mineral Spring Avenue
North Providence, RI 02911

Telephone number: (401) 233-1108

APRA procedures online? Yes

APRA procedures URL:

<http://npsd.k12.ri.us/sites/default/files/Access%20To%20Public%20Records.pdf>

NORTH PROVIDENCE SCHOOL DEPARTMENT ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the North Providence School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the North Providence School Department is the Superintendent of Schools. The contact for obtaining public record is the Superintendent's office located at:

2240 Mineral Spring Avenue

North Providence, RI 02911

Telephone: (401) 233-1100

Normal business hours for the School Department are 8:30 am to 4:30 PM Monday – Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the North Providence School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the North Providence School Department, 2240 Mineral Spring Avenue North Providence, RI 02911 and directed to the Superintendent's Office. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.

4. Additional copies of this form are available on the School Department's website found at [WEBSITE ADDRESS] under [LOCATION ON WEBSITE].

5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).

6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.

7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.

8. The North Providence School Department is committed to providing you with public records in an expeditious and courteous manner.

**NORTH PROVIDENCE SCHOOL DEPARTMENT
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

North Smithfield School Department

Accept APRA requests by email? No

Accept APRA requests by fax? No

Mailing address:

88 Green Street
Box 72
Slatersville, RI 02876

Telephone number: (401) 769-5492

APRA procedures online? Yes

APRA procedures URL: <http://northsmithfieldschools.com/?q=access-public-records>



I.H. Procedure: Obtaining Access to Public Records

ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the North Smithfield School Department has adopted the following procedure designed to assist the public in obtaining access to public records in accordance with R.I. Gen. Laws § 38-2-1 et seq.

The designated public records officer for the North Smithfield School Department is Ms. Melissa Mathurin, Student Information and Data Manager.

Requests to inspect or obtain copies of public records should be addressed to:

Ms. Melissa Mathurin
Student Information and Data Manager
North Smithfield Middle School
1850 Providence Pike
North Smithfield, RI 02896
(401)597-6100 X4239

Normal business hours for the School Department are 8:30 am to 3:00 PM Monday – Friday.

This procedure is

1. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the North Smithfield School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act.
 2. The school department has created a **form** [<http://www.northsmithfieldschools.com/sites/www.northsmithfieldschools.com/files/APRA%20REQUEST%20FORM%209.4.12.pdf>] for making a public records request but a person making the request may use any other form they wish. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. **E-mail requests cannot be accepted.**
- A written request is not necessary for documents available pursuant to RI General Law § 42-35-2 or other documents prepared for or readily available to the public. [See #4 below]
3. Requests to **inspect public records** can be mailed or dropped off at the North Smithfield School Department, 83 Green Street, PO Box 72, Slatersville, RI 02876 and directed to the Superintendent's Office. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office at (401)769-5492 X2205.
 4. An individual may also make an **oral request to inspect or copy records** that are maintained pursuant to the Open Meetings Act such as minutes, votes, and other



I.H. Procedure: Obtaining Access to Public Records

documents that school department prepares for the public such as the Code of Student Conduct.

These may be obtained in person during normal business hours, which are 8:30 am to 3:00 pm Monday – Friday. Persons are encouraged to call in advance; however, as staffing levels on a particular day may prevent immediate compliance with the request.

5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with “good cause,” may extend the time to respond by twenty (20) business days (thirty (30) business days total).
6. The requester may obtain public records in any media in which the school department is capable of providing them. If the requested records are maintained in a computer storage system, the school department shall provide any data properly identified in a printout or other reasonable format, as requested.

However, the school department will not normally reorganize, consolidate, or compile data not maintained by the school department in the form requested except where the records are in electronic format and making the requested adjustment(s) would not be unduly burdensome.

7. Copies made on normal letter or legal sized paper shall cost \$.15 per page. Copies made in other formats shall be charged at the cost to the school department. In addition, a charge of \$15.00 per hour will be imposed for records searches that require more than an hour of staff time to fulfill. Multiple requests made within a 30 day period shall be deemed to be a single request for purposes of assessing charges for staff time.
8. In accordance with R.I. Gen. Laws §38-2-2 (4) certain records held by the school department are not public and may not be inspected or copied. The partial list of records that are not public are set forth in the statute at R.I. Gen. Laws §38-2-2 (4)(i)(A)-(Y) [<http://webserver.rilin.state.ri.us/Statutes/TITLE38/38-2/38-2-2.HTM>]
9. If a record can be reasonably segregated into portions that are public and non-public, the school department shall allow inspection of that portion of the record which is public. If a record exists that is entirely non-public the school department shall advise the requester in writing that the record is entirely exempt from coverage under the law.
10. If a person believes that they have been wrongly denied access to a public record by the designated records officer, they may appeal to the Superintendent as the “Chief Administrative Officer” who shall normally render a decision within ten (10) business days.
11. Persons dissatisfied with the school department's response to a request to inspect and/or copy a record may file a complaint with the Attorney General or file a lawsuit in the Superior Court.

**NORTH SMITHFIELD SCHOOL DEPARTMENT
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

Pawtucket School Department

Accept APRA requests by email? Yes

Email address: dicensop@psdri.net

Accept APRA requests by fax? No

Mailing address:

286 Main Street
Box 388
Pawtucket, RI 02860

Telephone number: (401) 729-6315

APRA procedures online? Yes

APRA procedures URL:

<http://www.psdri.net/Portals/Pawtucket/District/docs/Announcements/SC%20APRA%20Policy%2006-30-14.pdf>

COMMUNITY RELATIONS

Public's Right to Know/Freedom of Information

KDB

Proposed Amendment

The Pawtucket School Committee recognizes that the free flow of information to the public is essential to a thriving democracy. Accordingly, the Pawtucket School Committee, pursuant to its authority under R.I.G.L. § 38-2-3, promulgates this Policy to ensure compliance with the Access to Public Records Act, R.I.G.L. § 38-2 *et seq.*, in regards to all records held by the Pawtucket School Committee and/or the Pawtucket School Department.

1. All parties seeking access to records held by the Pawtucket School Committee and/or the Pawtucket School Department shall place their requests in writing.

EXCEPTION: No writing is required where the request is for a public document prepared for or readily available to the public. Public documents which are prepared for or readily available to the public will be provided as expeditiously as possible, usually upon request, but not later than ten (10) business days after receipt of the request, unless an extension of time is prepared pursuant to Paragraph 5.

2. When the request for access to records is required to be placed in writing, that written request shall be referred to the **Human Resource Director**. If the **Human Resource Director** determines that the requested records fall under the definition of "public records," as provided in R.I.G.L. § 38-2-2, access to the same shall be provided no later than ten (10) business days after receipt of the initial written request, unless an extension of time is prepared pursuant to Paragraph 5.

EXCEPTION: Vacancy of Human Resource Director, all inquiries will be directed to the **Superintendent of Schools**.

3. If the requesting party wishes to make or receive copies of public records, he or she shall be charged \$.15 per page for photocopies of written documents copyable on common business or legal-sized paper. If said written documents are not copyable on common business or legal-sized paper, the charge will be the actual cost of reproduction. If the party wishes electronic copies of the records, he or she may be charged the reasonable actual cost for providing said electronic records. The party shall also be responsible for costs for search and retrieval of records at the rate of \$15.00 per hour, with the first hour of search and retrieval coming at no charge. Prior to the search/retrieval and/or copying of records, the **Human Resource Director** shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be pre-paid.

If the requesting party desires to receive copies sent by mail, that party is responsible for providing a stamped, self-addressed envelope.

EXCEPTION: These provisions will not apply to public documents prepared for or readily available to the public, as described in Paragraph 1.

4. If the **Human Resource Director** determines that requested records do not fall under the definition of "public records," denial of access shall be communicated to the requesting party in writing within ten (10) business days of receipt of the written request, unless an extension of time is prepared pursuant to Paragraph 5. Said written denial shall state the specific reasons for which access to the requested documents is being denied, and outline the procedures for appealing this decision.

5. If additional time beyond the ten (10) business days from the date of receipt of the initial request is needed to respond, the **Human Resource Director** shall indicate to the requesting party, in writing, that an extension of time of up to twenty (20) additional business days is necessary, along with the specific reasons for which the extension is necessary.

6. If the **Human Resource Director** denies access to the requested documents, the requesting party may petition the Superintendent of Schools for review. The Superintendent shall make his or her final determination within ten (10) business days after submission of the petition to review the decision of the **Human Resource Director**. If the requesting party is dissatisfied with the Superintendent's determination, the party may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903, or the Providence County Superior Court.

First Reading: ***Approved by SC 6/30/2014***

Second Reading: ***Approved by SC 7/16/2014***

Adopted:

Amended:

Portsmouth School Department

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number: 401-683-5204

Mailing address:

29 Middle Road
Portsmouth, RI 02871

Telephone number: (401) 683-1039

APRA procedures online? Yes

APRA procedures URL:

<http://www.portsmouthschoolsri.net/education/components/docmgr/default.php?sectiondetailid=7673&fileitem=6995&catfilter=1185>

**PORTSMOUTH SCHOOL DEPARTMENT
ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE**

Pursuant to Rhode Island General Laws § 38-2-3(d), the Portsmouth School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Portsmouth School Department is the Superintendent of Schools. The contact for obtaining public records is the Superintendent's Office located at:

29 Middle Road
Portsmouth, RI 02871
Phone: 401-683-1039, Ext. 6

Normal business hours for the School Department are 7:30 AM to 4:30 PM, Monday through Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Portsmouth School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek, and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form, if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2, or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed or dropped off at the Portsmouth School Department, 29 Middle Road, Portsmouth, RI 02871, and directed to the Superintendent's Office. **Email requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.
4. Copies of this form are available on the School Department's website under the School Committee tab in the School Policies section: <http://www.portsmouthschoolsri.net/>.
5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).
6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.
7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.
8. The Portsmouth School Department is committed to providing you with public records in an expeditious and courteous manner.

Adopted: 1/28/13

Portsmouth School Department
Portsmouth, Rhode Island

**PORTSMOUTH SCHOOL DEPARTMENT
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

Providence Schools

NOTE: APRA requests to the Providence Schools Department are processed by the Providence Legal Department

Accept APRA requests by email? No -- but can be submitted online

Accept APRA requests by fax? Yes

Fax number: (401) 680-5520

Mailing address:

Providence Schools Department, c/o Law Department
444 Westminster Street, Suite 220
Providence, RI 02903

Telephone number: 401.272.3121

APRA procedures online? Yes

APRA procedures URL: <https://www.providenceri.com/law/apra-request>



LAW DEPARTMENT

OFFICIAL WEBSITE OF THE CITY OF PROVIDENCE, RHODE ISLAND

Search ProvidenceRI.com



CITY OF PROVIDENCE Angel Taveras, Mayor

PROCEDURE FOR OBTAINING CERTAIN RECORDS

If you are seeking copies of birth, death, or marriage certificates, these are available from the Office of Vital Statistics - 401-421-7740 ext. 701.

Pursuant to Rhode Island General Law 38-2-3(d) the City of Providence hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Providence may be presented orally or in writing to the Public Records Unit at 444 Westminister Street, Suite 220, Providence, RI 02903 during normal business hours (8:30 a.m. to 4:30 p.m. Monday through Friday) or (401) 680-5333.
2. Although not required, in order to ensure compliance with the Access to Public Records Act and that you are provided with the public records you seek in an expeditious manner, the City asks that you complete the Public Records Request Form. This form is not required if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instances, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(4)(A) through (Y), the City reserves its right to claim such exemption. In the event that you disagree with the City's opinion regarding exemption, you may file a review petition with the chief administrative officer of the department that maintains the records that you seek. If the chief administrative officer affirms the City's position, you may then file a complaint with the Department of Attorney General. You may also file an action for injunctive or declaratory relief in Providence County Superior Court.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please advise that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Providence shall be considered one (1) request.
6. The City of Providence is not obligated to produce for inspection or copying of records that are not in the possession of the City of Providence. Moreover, the City of Providence is not required to reorganize, consolidate, or compile data that is not maintained by the City of Providence in the form requested.

The City of Providence is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS FORM

To submit an online request for public records please provide the following information. A valid e-mail address and description of records requested are required.

Contact Information

(please provide the following information)

Law Department

[Meet the City Solicitor](#)

[Staff Directory](#)

[Affirmative Litigation](#)

[Nuisance Task Force](#)

[CLE Program](#)

[ADA Compliance](#)

[Public Records Request](#)

[Filing a Claim](#)

[Claim Inquiries](#)

[FAQs](#)

[News Archive](#)

[Useful Links](#)



TOP REQUESTED

Payments

Download Forms

Find Information on...

Job Postings

CITY DEPARTMENTS

Select a Department

TRANSLATE
PROVIDENCERI.COM

Select Language

SHARE THIS PAGE

<http://pvd.me/610>

SHARE   



First Name **Last Name**

Address **City**

State **Zip** **Email ***

Telephone **Facsimile**

▼ **Request Info**

Date of Request

Year Month Day 

Please select today's date by clicking on the calendar icon.

Records Request *

By submitting this record request form you agree to the following statement:

I further declare that while inspecting original documents of the City of Providence, I will not remove, damage or in any way alter any original documents temporarily in my possession.

 

[Privacy & Terms](#)

(*) Required Field

CITY OF PROVIDENCE

[Sitemap](#) | [Archive](#) | [Employee Directory](#) | [Privacy Policy](#) | ©2014 City of Providence. All rights reserved.
Providence City Hall 25 Dorrance Street Providence, Rhode Island 02903 401 421 7740 Main 401 421 2489 Mayor's Office

Scituate School Department

Accept APRA requests by email? Yes

Email address: plescault@scituateri.net

Accept APRA requests by fax? Yes

Fax number: 401-647-4102

Mailing address:

197 Danielson Pike
Box 188
North Scituate, RI 02857

Telephone number: (401) 647-4100

APRA procedures online? No

Scituate School Department
197 Danielson Pike, North Scituate, RI 02857

Policy / Procedure for Request of Public Records

The Scituate School Department has adopted this policy/procedure pursuant to R.I. Gen. Laws § 38-2- 3(c) (attached) for responding to requests from members of the public who want to examine or copy records.

1. Requests for a document that was prepared specifically for public distribution (for example, the School Calendar) should be made to the school where the document is kept. Requests for any other record should be made to the Superintendent of Schools or his designee.
2. Documents that were prepared specifically for public distribution and are readily available will be provided as soon as practical.
3. Requests for other documents will be responded to as soon as reasonably possible and within the ten days provided by the Access to Public Records Act. That period may be extended under some circumstances. Requests in writing are not required, but will make it easier for School Department employees to provide an accurate response.
4. Records may be examined without paying for copies of the records. The School Department may limit the number of files or documents examined at any one time.
5. The following costs may apply to requested materials. Copies of 8 1/2 by 11 inch or 8 1/2 by 14 inch documents cost 15 cents per page. For larger copies, or for information provided in a medium other than paper (for example, a compact disk), the cost will be equivalent to what it costs the School Department to provide or reproduce the material. If records are in storage, search and retrieval is free for the first hour, and the cost is \$15 per hour after the first hour. The Superintendent of Schools or his designee will provide an estimate of what it will cost for the records requested. If the estimate is more than \$20, payment must be in advance, and if the actual cost is lower a refund will be provided.
6. The School Department will not mail copies without a stamped self addressed envelope. Alternately, copies may be picked up in person at the Superintendent's office during regular business hours (Monday – Friday 8:30 AM to 4:30 PM).
7. Denial of requests will be in writing stating the specific reason for denial and may be appealed to the Superintendent of Schools.
8. The Attorney General's Guide to Open Government, which includes a discussion of the Access to Public Records Act, is available at <http://www.riag.statesi.us/documents/reports/opengov.pdf>.

TITLE 38

Public Records

CHAPTER 38-2

Access to Public Records

SECTION 38-2-3

§ 38-2-3 Right to inspect and copy records — Duty to maintain minutes of meetings — Procedures for access. —(a) Except as provided in § 38-2-2(4), all records maintained or kept on file by any public body, whether or not those records are required by any law or by any rule or regulation, shall be public records and every person or entity shall have the right to inspect and/or copy those records at such reasonable time as may be determined by the custodian thereof

- (b) Each public body shall make, keep, and maintain written or recorded minutes of all meetings.
 - (c) Each public body shall establish procedures regarding access to public records but shall not require written requests for public information available pursuant to R.I.G.L. § 42-35-2 or for other documents prepared for or readily available to the public.
 - (d) If a public record is in active use or in storage and, therefore, not available at the time a person requests access, the custodian shall so inform the person and make an appointment for the citizen to examine such records as expeditiously as they may be made available.
 - (e) Any person or entity requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. Any public body which maintains its records in a computer storage system shall provide any data properly identified in a printout or other reasonable format, as requested.
 - (f) Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data.
 - (g) Nothing in this section is intended to affect the public record status of information merely because it is stored in a computer.
 - (h) No public records shall be withheld based on the purpose for which the records are maintained.
- History of Section.** (P.L. 1979, ch. 202, § 1; P.L. 1984, ch. 372, § 2; P.L. 1997, ch. 168; Pl. 1998, ch. 378, § 1.)

Smithfield Public Schools

Accept APRA requests by email? No

Accept APRA requests by fax? Yes

Fax number:

Mailing address:

49 Farnum Pike
Smithfield, RI 02917

Telephone number: (401) 231-6606

APRA procedures online? Yes

APRA procedures URL: <http://www.smithfield-ps.org/access-public-records>



Smithfield Public Schools

49 Farnum Pike, Smithfield, RI 02917 | 401-231-6606

[HOME](#) [DISTRICT INFO](#) [SCHOOLS](#) [FAMILY & COMMUNITY](#) [CURRICULUM, INSTRUCTION & ASSESSMENT](#) [SCHOOL COMMITTEE](#) [CONTACT US](#)

Access to Public Records

SMITHFIELD SCHOOL DEPARTMENT ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the Smithfield School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Smithfield School Department is the Superintendent of Schools. The contact for obtaining public record is the Superintendent's office located at:
49 Farnum Pike
Smithfield, RI 02917
Phone: 401-231-6606
Normal business hours for the School Department are 8:00 am to 4:00 pm Monday – Friday.
2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Smithfield School Department requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed or dropped off at the Smithfield School Department, 49 Farnum Pike, Smithfield, RI 02917 and directed to the Superintendent's Office. E-mail requests cannot be accepted. To make a public records request by fax, please contact the Superintendent's Office.
4. Additional copies of this form are available on the School Department's website found at <http://www.smithfield-ps.org> under "District Policies" at the "District Info" tab.
5. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).
6. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption.
7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.

8. The Smithfield School Department is committed to providing you with public records in an expeditious and courteous manner.

Attachment:



[Access to Public Records Request Form](#)

Theme by Dr. Radut.

**SMITHFIELD SCHOOL DEPARTMENT
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name _____

Address _____

Telephone _____

E-Mail Address _____

REQUESTED RECORDS:

OFFICE USE ONLY:

Request taken by: _____

Date: _____ Time: _____

Date Person Informed of Cost and Availability of Records: _____

Date Records Provided: _____ Mail _____ E-Mail _____ Pick Up _____

Costs: Copies _____

Search and Retrieval _____

Total _____

South Kingstown Public Schools

Accept APRA requests by email? Yes

Email address: mmurano@skschools.net

Accept APRA requests by fax? Yes

Fax number: 401-360-1330

Mailing address:

307 Curtis Corner Road
Wakefield, RI 02879

Telephone number: (401) 360-1300

APRA procedures online? Yes

APRA procedures URL: <http://www.skschools.net/Public%20Records%20Request>

South Kingstown Public Schools

Success for all learners



PROCEDURE FOR ACCESS TO PUBLIC RECORDS

A request for a copy of public records of the South Kingstown School Department should be submitted to the Superintendent of Schools, Kristen Stringfellow.

Mail or verbal requests: 307 Curtis Corner Road, Wakefield, RI 02879.

Email requests: mmurano@skschools.net

Telephone requests: (401) 360-1307

Fax requests: (401) 360-1330

The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause. In such instances, a response will be provided within thirty (30) days of receipt of request.

The Department may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents.

South Kingstown School Department is not obligated to produce for inspection or copying records that are not in its possession. Moreover, the Department is not required to reorganize, consolidate, or compile data that is not maintained in the form requested.

The South Kingstown School Department is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.

Last Modified: May 05, 2014

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Tiverton School District

Accept APRA requests by email? Yes

Email address: wrearick@tivertonschools.org

Accept APRA requests by fax? Yes

Fax number: 401-624-4086

Mailing address:

99 Brayton Road
Tiverton, RI 02878

Telephone number: (401) 624-8475

APRA procedures online? Yes

APRA procedures URL:

<http://www.tivertonschools.org/www/tiverton/site/hosting/Policies/TSD%20Policy%20317.pdf>

TITLE: ACCESS TO PUBLIC RECORDS POLICY

The Tiverton School Committee recognizes that the free flow of information to the public is essential to a thriving democracy. Accordingly, the Tiverton School Committee, pursuant to its authority under R.I.G.L. § 38-2-3, promulgates this policy to ensure compliance with the Access to Public Records Act, R.I.G.L. § 38-2 *et seq.*, in regards to all records held by the Tiverton School Committee and/or the Tiverton School Department.

1. All parties seeking access to records held by the Tiverton School Committee and/or the Tiverton School Department must submit their request in writing.
2. No party shall be required to provide a reason for the request for access to records, nor shall any party be required to provide personally identifiable information about him/herself other than name and address.
3. All requests for access to records shall be referred to Superintendent of Schools and/or his/her designee (100 North Brayton Rd Tiverton, RI 02878). If the Superintendent of Schools and/or his/her designee determines that the requested records fall under the definition of “public records,” as provided in R.I.G.L. § 38-2-2, access to the same shall be provided no later than ten (10) business days after receipt of the initial written request, unless an extension of time is prepared pursuant to Paragraph 8.

EXCEPTION: Public documents which are prepared for or readily available to the public will be provided as expeditiously as possible, but not later than ten (10) business days after receipt of the request, unless an extension of time is prepared pursuant to Paragraph 8.

4. In the event that the Tiverton School Committee and/or the Tiverton School Department receives a request for access to records that do not exist or are not within its custody and control, it shall so state in its response.
5. If the requesting party wishes to make or receive copies of public records, he or she shall be charged \$.15 per page for photocopies of written documents which will be copied on common business or legal-sized paper. If said written documents are unable to be copied on common business or legal-sized paper, the charge will be the actual cost of reproduction. If the party wishes electronic copies of the records, he or she may be charged the reasonable actual cost for providing said electronic records. The party shall also be responsible for costs for search and retrieval of records at the rate of \$15.00 per hour, with the first hour of search and retrieval coming at no charge. Prior to the search/retrieval and/or copying of records, the Superintendent of Schools and/or his/her designee shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be pre-paid.

EXCEPTION: These provisions will not apply to public documents prepared for or readily available to the public, as described in Paragraph 3.

6. At the election of the requesting party, copies of public records will be provided electronically, by fax, or by mail, unless complying with that preference would be unduly burdensome due to the volume of records or costs incurred. The requesting party shall be responsible for any actual cost of delivery.

7. If the Superintendent of Schools and/or his/her designee determines that requested records do not fall under the definition of “public records,” denial of access shall be communicated to the requesting party in writing within ten (10) business days of receipt of the written request, unless an extension of time is prepared pursuant to Paragraph 8. Said written denial shall state the specific reasons for which access to the requested documents is being denied, and shall outline the procedures for appealing this decision.

8. If additional time beyond the ten (10) business days from the date of receipt of the initial request is needed to respond due to the voluminous nature of the request, the number of requests for records pending, or the difficulty in searching for and retrieving or copying the requests, the Superintendent of Schools and/or his/her designee shall indicate to the requesting party, in writing, that an extension of time of up to twenty (20) additional business days is necessary, along with the specific reasons for which the extension is necessary.

9. If the Superintendent of Schools and/or his/her designee denies access to the requested documents, the requesting party may petition the Tiverton School Committee for review. The Tiverton School Committee shall make its final determination within ten (10) business days after submission of the petition to review the decision of the Superintendent and/or his/her designee. If the requesting party is dissatisfied with the Tiverton School Committee’s determination, the party may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903, or the Providence County Superior Court.

Approved: 11-23-04
Amended: 9- 25-12

Warwick Public Schools

Accept APRA requests by email? Yes

Email address: publicrecordsact@warwickschools.org

Accept APRA requests by fax? Yes

Fax number: (401) 734 - 1330

Mailing address:

34 Warwick Lake Lane
Warwick, RI 02889

Telephone number: (401) 734-3100

APRA procedures online? Yes

APRA procedures URL: <http://www.warwickschools.org/admin/recrequest.html>

PUBLIC'S RIGHT TO KNOW

Access to Public Records

It shall be the policy of the School Committee to provide access to public records in accordance with the Rhode Island Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, *et seq.* Such access to and/or release of such records shall be governed by appropriate written procedures established in conformity with state law. Such procedures shall be posted on the Warwick Public Schools website, www.warwickschools.org.

Adopted: 12/2/90
Revised: 05/14/13

LEGAL REFS: R.I. Gen. Laws §§ 38-2, generally
Rhode Island Educational Records Bill of Rights, R.I. Gen. Laws §§ 16-71-1, *et seq.*
Family Educational Rights and Privacy Act of 1974, P.L. 93-380, 20 U.S.C., 1232g

CROSS REFS: GBCB, Staff Conduct
JO, Student Records



Warwick Public Schools

Public Records Request Procedure

Pursuant to Rhode Island General Laws 38-2-3 (d), Warwick Public Schools has adopted the following procedure to help you obtain public records:

1. The designated Public Records Officer for the Warwick Public Schools is Rosemary Healey, Esq., Director of Human Resources and Compliance. Ms. Healey is located in the Warwick Public Schools Administration Building, Human Resources Office, located at 34 Warwick Lake Avenue, Warwick, R.I. 02889. Normal business hours for the Administration Building 8:00 am to 4:00 pm Monday – Friday.
2. In order to request to inspect and/or to obtain copies of documents maintained by the Warwick Public Schools, it is requested that you complete a Public Records Request Form or otherwise provide a written request for records that clearly identifies the records you seek and states that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records.

As stated in RIGL Section 38-2-2 (c), a written request for public information need not be submitted for records available pursuant to RIGL Section 42-35-2 or for those documents that are prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or hand delivered at the Warwick Public Schools Administration Building, 34 Warwick Lake Ave., Warwick, R.I. 02889 and directed to the attention of Rosemary Healey, Director of Human Resources and Compliance.

E-mail requests must be sent to: publicrecordsact@warwickschools.org

Faxed requests must be sent to 401-734-3081.

4. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with “good cause,” may extend the time to respond by twenty (20) business days (thirty (30) business days total).

5. If after review of your request, the Warwick Public Schools determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4) (i) (A)-(Y), the Warwick Public Schools reserves its right to claim such an exemption.
6. The Access to Public Records Act gives you the opportunity to view and/or copy public records. The cost per copied page of written public documents is fifteen cents (\$0.15) per page for documents. The Act permits a charge of fifteen dollars (\$15.00) per hour for search and retrieval of documents, with no charge for the first hour. We will provide you with an estimate of copying and retrieval costs, if you so request.
7. If you feel that you have been denied access to public records, you have the right to file an appeal with the Rhode Island Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.

The Warwick Public Schools is committed to providing you with public records in an expeditious and courteous manner.

Rosemary Healey
Director of Compliance & Human Resources



Warwick Public Schools

Public Records Request Form Under the Access to Public Records Act

Date: _____

Request Number: _____

Name: _____

Address: _____

City/Town, State, Zip: _____

Telephone Number (Home): _____ (Work): _____

Requested Records: _____

If these records are not readily available at the time of your request, please advise whether you would like to:

_____ Pick up the records

_____ Records to be sent regular mail

_____ Records to be faxed to Fax Number: (____) _____

Office Use

Request Taken By: _____

Request Number: _____

Date: _____ Time: _____

Records Available on: _____

Records Provided: ___ Yes ___ No ___ In Part

Date response provided if any exemptions are claimed: _____

Cost for Records: _____ Copies= \$ _____ Search & Retrieval=\$ _____

Forward this Document to Human Resources, attention: Rosemary Healey. The records will be mailed to the above address unless stated otherwise that you choose to pick up.

If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws 38-2-2 (4) (i) (A) through (Y), the Department reserves it right to claim such exemption.

Westerly Public Schools

Accept APRA requests by email? Yes

Email address: rseitsinger@westerly.k12.ri.us

Accept APRA requests by fax? Yes

Fax number: 401-348-2707

Mailing address:

Babcock Hall, 23 Highland Avenue
Westerly, RI 02891

Telephone number: (401) 315-1500

APRA procedures online? No

Procedure Title: Public Information Requests

Westerly Public Schools adheres to the requirements promulgated in public records legislation included in Title 38, Chapter 2 of the Rhode Island General Laws.

Please refer to the statute RIGL 38-22 for those records that are not deemed public.

Requests for public information shall be made in writing except requests for public information available, pursuant to RIGL 42-35-2 or for other documents prepared for or readily available to the public.

Requests for public information should be made to the Superintendent of Westerly Public Schools at 23 Highland Avenue, Westerly, RI 02891 and will be responded to in accordance with RI General Laws as noted above.

Costs of copies of public documents to the requestor shall not exceed \$00.15 per page.

Policies

Westerly Public Schools School Committee Public Records

No. 1100

The Westerly School Committee meetings and records will be matters of public information, subject to such restriction as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The official minutes of the Committee, its written policies, and its financial records will be available at the Superintendent's Office by any citizen desiring to examine them. Approved minutes from open session meetings also will be posted on the District website.

However, no records will be released for inspection by the public or any unauthorized persons, either by the Superintendent or any other person designated as custodian for the Westerly Public Schools records, if such disclosure would be contrary to the public interest, as described in state law.

The people's right to know the process of government decision making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

Reference: Titles 38-2 of the General Laws of Rhode Island.

Adopted: October 4, 2006
Revised: January 3, 2007

West Warwick Public Schools

NOTE: At the time of this audit, West Warwick Public Schools did not have written APRA procedures

Accept APRA requests by email? Yes

Email address: ktarasevich@westwarwickpublicschools.com

Accept APRA requests by fax? Yes

Fax number: 401-822-8463

Mailing address:

10 Harris Avenue
West Warwick, RI 02893

Telephone number: (401) 821-1180

APRA procedures online? No

Woonsocket Education Department

Accept APRA requests by email? Yes

Email address: kblais@woonsocketschools.com

Accept APRA requests by fax? Yes

Fax number: (401) 767-4647

Mailing address:

108 High Street
Woonsocket, RI 02895

Telephone number: (401) 767-4608

APRA procedures online? Yes

APRA procedures URL:

http://www.woonsocketschools.org/uploads/1/3/3/8/13387684/wsc_public_records_request.pdf

WOONSOCKET EDUCATION DEPARTMENT
PUBLIC RECORDS REQUEST GUIDELINES

The Woonsocket Education Department has instituted the following procedure to help you obtain public records.

1. To reach us by telephone please call (401) 767-4600 and ask to be connected to the Secretary of the School Committee.
2. The regular business hours of WED are 8:30 A.M. to 4:30 A.M. Public records request forms are available at the front desk.
3. WED may ask you the reason for your request as its regular course of business. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form located at the front desk, or on our website at www.woonsocketschools.com.
5. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
6. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.

WOONSOCKET EDUCATION DEPARTMENT
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____ Request taken by: _____

Name _____

Address (optional) _____

Telephone _____

Requested Records: _____
