


PROCEDURE FOR OBTAINING RECORDS

Pursuant to Rhode Island General Law §38-2-3-(d) the School System has adopted the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the Narragansett School System may be presented in writing, Monday through Friday from 8:00AM – 4:00PM to:

Susan McKnight
Superintendent's Office
Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
smcknight@narragansett.k12.ri.us

2. 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 School System 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, 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.
5. In accordance with Rhode island General Laws 38-2-4, there will be a charge 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 be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the School System shall be considered one (1) request.
6. The School System is not obligated to produce for inspection or copying records that are not in the possession of the School System. Moreover, the School System is not required to reorganize, consolidate, or compile data that is not maintained by the School System in the form requested except to the extent that such records are in an electronic format and the town would not be unduly burdened in providing such data. The School System 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

KATHERINE E. SIPALA
SUPERINTENDENT OF SCHOOLS

LESLIE BROW
DIRECTOR OF STUDENT SERVICES
(401) 792-9426

KAREN M. HAGAN, CPA
DIRECTOR OF FINANCE

PUBLIC RECORDS REQUEST FORM

In order to document the Narragansett School Departments compliance with the Access to Public Records Act, please complete this form and forward to:

Superintendent's Office
Attn: Susan McKnight
25 Fifth Avenue
Narragansett, RI 02882

If you chose to pick up the records, but did not include identifying information on this form (name, etc.) please inform the office of the date you made the request, records requested and request number. For questions related to a request for records, please call: (401) 792-9450, Ext. 1.

Date: _____ 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. If, after review of your request, the School System determines 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.

Signature: _____

OFFICE USE ONLY

Request taken by: _____

Request Number: _____

Date: _____

Time: _____

Records to be available on: _____ Sent via:

Mail Email Pick Up

Costs: Copies @ .15 per page: # Pages _____ Total \$ _____

Search and Retrieval @ \$15.00 per hour: # Hours: _____ Total \$ _____