



PAWTUCKET SCHOOL DEPARTMENT

PUBLIC RECORDS REQUEST PROCEDURE

The Pawtucket School Department has adopted the following procedure in order to assist you in requesting and obtaining public records pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2-1, et seq.).

1. A request to inspect and/or copy public records of the Pawtucket School Department may be presented orally or in writing to the Superintendent's Office located at the Pawtucket School Department, 286 Main Street, Pawtucket, Rhode Island 02860 during normal business hours (8:00 a.m. to 4:00 p.m. – Monday through Friday). In order to make a public records request orally or by e-mail or facsimile, please contact Terri Pereira at 729-6336. The public record contact is Terri Pereira, HR Assistant/APRA Coordinator.
2. Although not required, in order to ensure that you are provided with the public records you seek in an expeditious manner, the Pawtucket School Department asks that you complete the Pawtucket School Department's Public Records Request Form, or otherwise provide a written request for records that clearly identifies the records you seek. A written form is not requested if you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public.
3. 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.
4. If, after review of your request, the Pawtucket School Department determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Pawtucket School Department reserves its right to claim such exemption.
5. The Pawtucket School 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. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days shall be considered one (1) request.
6. The Pawtucket School Department is not obligated to produce for inspection or copying records that are not in the possession of the Pawtucket School Department. Moreover, the Pawtucket School Department is not required to reorganize, consolidate, or compile data that is not maintained by the Pawtucket School Department in the form requested.

Additional copies of these Guidelines and the request form are available on the Pawtucket School Department website at <http://www.psdri.net>.

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



**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
PUBLIC RECORDS REQUEST FORM**

In order to facilitate a prompt and accurate response to your request, we encourage you to fill out the following:

Date: ____/____/____

Name: _____

Address (optional): _____

Phone number (optional): _____

E-mail address (optional): _____

Requested Records: _____

OFFICE USE ONLY:

File Number: _____

Request taken by: _____

Date: _____

Regular Return Date: _____

Good Cause Date: _____

Forward this document to the Superintendent's Office

Pursuant to R.I. Gen. Laws § 38-2-4, the Pawtucket School Department reserves the right to charge \$.15 per copy and \$15 an hour for retrieval with the first hour being free to charge.

If, after review of your request, this office 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), this office reserves its right to claim such exemption.

If, after review of your request, this office determines that the request requires extensive research and review of voluminous documents, the Pawtucket School Department reserves the right to extend the time to respond pursuant to R.I. Gen. Laws § 38-2-7(b).

Note: If you choose to pick up the records but did not include contact information (phone number, address, e-mail address, etc.), please contact Terri Pereira, Human Resources Assistant/APRA Coordinator, 729-6336 in order to establish a method of delivering the records to you.