

**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 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 Romano Vineyard Way, Ste. 120
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 Romano Vineyard Way, Ste. 120, 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.