

## 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