

# NARRAGANSETT SCHOOL SYSTEM

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## 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 School Department may be presented orally or in writing to the Narragansett School Department during normal business hours Monday through Friday as indicated below.

Narragansett School Department  
Superintendent's Office  
Narragansett Town Hall  
25 Fifth Avenue, 3<sup>rd</sup> floor  
Narragansett, RI 02882  
lruggiero@nssk12.org  
(8AM to 4PM)

2. Although not required, in order to ensure compliance with the Access to Public Records Act and so that you are provided with the public records you seek in an expeditious manner, the School Department 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 School Department determines that the requested records are exempt from disclosure for a reason set forth in RIGL § 38-2-2(4) (A) through (Y), and reserves its right to claim such exemption.

5. In accordance with Rhode Island General Laws 38-2-4, the 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 to the School Department shall be considered one (1) request.

6. The School Department is not obligated to produce for inspection or copying records that are not in the possession of the School Department. Moreover, the School Department is not required to reorganize, consolidate, or compile data that is not maintained by the School Department in the form requested except to the extent that such records are in an electronic format and the School Department would not be unduly burdened in providing such data.

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