

**ACCESS TO PUBLIC RECORDS**

**PURPOSE:**

The purpose of this directive is to provide an orderly process for accurately and efficiently reporting on or releasing public records or information requested by citizens.

**PHILOSOPHY:**

The North Kingstown School will abide by the laws of open government and follow the Access to Public Records Act.

**POLICY STATEMENT:**

The North Kingstown School Department has the following policy to allow access to public records:

1. The contact for obtaining school public records is the Superintendent's office 268-6403.
2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the following form should be completed, the NORTH KINGSTOWN SCHOOL DEPARTMENT REQUEST FORM FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT 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 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 Fairway Drive, 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, a citizen must contact the Superintendent's Office.
4. Additional copies of this form are available on the School Department's website found at [www.nksd.net](http://www.nksd.net) under District Forms in the "Reference" tab.
5. There are times when the public records sought, are not available at the time of request. 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 to thirty (30) business days.

6. If after review of a 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 a citizen argues there was a denial of access to public records, an appeal may be filed with the Attorney General. If a citizen is not satisfied, a lawsuit may be filed in Superior Court. See RI General Law 38-2-8.

8. The North Kingstown School Department is committed to providing citizens with public records in an expeditious and courteous manner.

Adopted: 8/26/74

Amended: 8/7/89, 4/5/2010

**NORTH KINGSTOWN SCHOOL DEPARTMENT  
REQUEST FORM FOR RECORDS  
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date \_\_\_\_\_ 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 \_\_\_\_\_