

NARRAGANSETT SCHOOL SYSTEM
ADMINISTRATIVE OFFICES
25 FIFTH AVENUE
NARRAGANSETT, RHODE ISLAND 02882-3612
Telephone (401) 792-9450
FAX (401) 792-9439

**PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

In order to document the Narragansett School System's compliance with the Access to Public Records Act, please complete this form and forward to Susan McKnight, Superintendent's Office, 25 Fifth Avenue, Narragansett, RI 02882. For questions related to a request for records, please call: (401) 792-9450, Ext. 1.

Date _____ Request Number _____

Name (optional) _____

Contact information (please provide at least one of the following):

Address (optional) _____

Telephone (optional) _____ Facsimile (optional) _____

Requested Records : _____

I further declare that while inspecting original documents of the Town of Narragansett, I will not remove, damage, or in any way alter any original documents temporarily in my possession.

Signature: _____

OFFICE USE ONLY

Request taken by _____ Request # _____

Date _____ Time _____

Records to be available on _____ Mail _____ Email _____ Pick Up _____

Records Requested/ Provided _____

Costs _____ # copies _____ search and retrieval time _____

Forward this document to the Superintendent's Office, Attn: Susan McKnight.

Narragansett School System, Public Records Request Receipt

If you desire to pick up the records they will be available on _____ in the Superintendent's Office. If, after review of your request, it is determined that the requested records are exempt from disclosure for a reason set forth in RIGL §38-2-2(4)(A) through (Y), the School System reserves its right to claim such exemption. Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.) please inform this office of the date you made the request, records requested and request number.

The Narragansett School System does not discriminate on the basis of age, sex, race, religion, national origin, language, color, or disability in accordance with applicable laws and regulations.