

# NARRAGANSETT SCHOOL SYSTEM

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

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.

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. 8

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.

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 race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all sponsored programs and activities.