

**PORTSMOUTH SCHOOL DEPARTMENT  
ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE**

Pursuant to Rhode Island General Laws § 38-2-3(d), the Portsmouth School Department has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Portsmouth School Department is the Superintendent of Schools. The contact for obtaining public records is the Superintendent's Office located at:

29 Middle Road  
Portsmouth, RI 02871  
Phone: 401-683-1039, Ext. 6

Normal business hours for the School Department are 8:00 AM to 4:00 PM, Monday through Friday.

2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, the Portsmouth School Department 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 or dropped off at the Portsmouth School Department, 29 Middle Road, Portsmouth, RI 02871, and directed to the Superintendent's Office. **Email requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.
4. Copies of this form are available on the School Department's website under the School Committee tab in the School Policies section: <http://www.portsmouthschoolsri.net/>.
5. 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).
6. 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.
7. 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.
8. The Portsmouth School Department is committed to providing you with public records in an expeditious and courteous manner.

Adopted: 1/28/13  
Revised: Sept. 2014

Portsmouth School Department  
Portsmouth, Rhode Island

**PORTSMOUTH 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 15 cents/copy \_\_\_\_\_

Search and Retrieval \_\_\_\_\_

Total \_\_\_\_\_