

NORTH PROVIDENCE PUBLIC SCHOOLS ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

North Providence Public Schools (NPPS) is committed to providing public records pursuant to the Access to Public Records Act (APRA) (R.I. Gen. Laws § 38-2-1, et seq.). NPPS has adopted the following procedure to help you obtain public records:

1. The designated public records officer for NPPS is the Superintendent of Schools. The contact for obtaining public records is the Superintendent's office located at:

Attention: NPPS Public Records Officer
1820 Mineral Spring Avenue
North Providence, RI 02904
Email: suptoffice@npsd.k12.ri.us
Telephone: (401) 233-1100 ext. 3705

Normal business hours for NPPS are 8:30 AM to 4:00 PM Monday - Friday.

2. In order to request to inspect and/or obtain copies of documents maintained by the school department, NPPS requests that you complete the Request Form for Records or otherwise provide a written or digital 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 or digital 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 or digital request is not necessary for documents available pursuant to the Administrative Procedures Act (R.I. Gen. Law 42-35-2) or other documents prepared for or readily available to the public.

APRA requests that are emailed will automatically be forwarded to the Superintendent, Superintendent's Assistant and the School Committee's legal counsel.

3. Requests to inspect public records can be mailed or dropped off at NPPS, 1820 Mineral Spring Avenue, North Providence, RI 02904 and directed to the Superintendent's Office. Email requests must be sent to suptoffice@npsd.k12.ri.us. To make a public records request by fax, please contact the Superintendent's Office.

4. Additional copies of this form are available on the School Department's website found at <https://nprovschools.org/>.

5. There are times when the public records 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 reviewing your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws 38-2-2(4)(i)(A)-(Y), the School Department reserves the right to claim such exemption.

7. NPPS may charge a fee of (\$ 0.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. For purposes of search and retrieval costs, multiple requests made by a single individual within thirty (30) days shall be considered one (1) request.

8. If you feel 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 R.I. Gen. Law 38-2-8.

9. NPPS is committed to providing you with public records in an expeditious and courteous manner.

**NORTH PROVIDENCE PUBLIC SCHOOLS
PUBLIC RECORDS REQUEST FORM
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date: _____ Request Number _____

Name: _____

Address: _____

Telephone: _____

Requested Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Number _____

Date: _____ Time: _____

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

Records provided: _____

Costs: _____ Copies _____ Search & Retrieval _____