

Johnston School Committee

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DR. BERNARD DILULLO, JR.  
Superintendent of Schools

JOHNSTON PUBLIC SCHOOLS  
ADMINISTRATION OFFICE  
10 MEMORIAL AVENUE  
JOHNSTON, RHODE ISLAND 02919-3222

## REQUEST TO INSPECT AND/OR COPY PUBLIC RECORDS

In order to document the Johnston Public Schools' compliance with the Access to the Public Records Act, please complete this form and forward it to: **Public Records Officer, Johnston Public Schools, Office of the Superintendent, 10 Memorial Avenue, Johnston, RI 02919**. For questions or request to inspect and/or copy public records, please call (401) 233-1900.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Records Requested (Please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide at least one of the following in the event we need to contact you regarding your request:

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

I further declare that while inspecting original documents from the Johnston Public Schools, I will not remove, damage or in any way alter any original documents that are temporarily in my possession.

\_\_\_\_\_  
Signature

JOHNSTON SCHOOL COMMITTEE  
ACCESS TO PUBLIC RECORDS POLICY

The Johnston School Committee recognizes that the free flow of information to the public is essential to a thriving democracy. Accordingly, the Johnston School Committee, pursuant to its authority under R.I.G.L. §38-2-3, promulgates this Policy to ensure compliance with the Access to Public Records Act, R.I.G.L. §38-2 *et seq.*, in regards to all records held by the Johnston School Committee and/or the Johnston School Department.

1. All parties seeking access to records held by the Johnston School Committee and/or the Johnston School Department shall place their requests in writing.

**EXCEPTION:** No writing is required where the request is for a public document prepared for or readily available to the public. Public documents which are prepared for or readily available to the public will be provided as expeditiously as possible, usually upon request, but not later than ten (10) business days after receipt of the request, unless an extension of time is prepared pursuant to Paragraph 5.

2. When the request for access to records is required to be placed in writing, that written request shall be referred to the Assistant Superintendent. If the Assistant Superintendent determines that the requested records fall under the definition of "public records," as provided in R.I.G.L. §38-2-2, access to the same shall be provided no later than ten (10) business days after receipt of the initial written request, unless an extension of time is prepared pursuant to Paragraph 5.

3. If the requesting party wishes to make or receive copies of public records, he/she shall be charged \$.15 per page for photocopies of written documents copyable on common business or legal-sized paper. If said written documents are not copyable on common business or legal sized paper, the charge will be the actual cost of reproduction. If the party wishes electronic copies of the records, he/she may be charged the reasonable actual cost for providing said electronic records. The party shall also be responsible for costs for search and retrieval of records at the rate of \$15.00 per hour, with the first hour of search and retrieval coming at no charge. Prior to the search/retrieval and/or copying of records, the Assistant Superintendent shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be pre-paid.

If the requesting party desires to receive copies sent by mail, that party is responsible for providing a stamped, self-addressed envelope.

**EXCEPTION:** These provisions will not apply to public documents prepared for or readily available to the public, as described in Paragraph 1.

4. If the Assistant Superintendent determines that requested records do not fall under the definition of "public records," denial of access shall be communicated to the requesting party in writing within ten (10) business days of receipt of the written request, unless an extension of time is prepared pursuant to Paragraph 5. Said written denial shall state the specific reasons for which access to the requested documents is being denied, and outline the procedures for appealing this decision.

5. If additional time beyond the ten (10) business days from the date of receipt of the initial request is needed to respond, the Assistant Superintendent shall indicate to the requesting party, in writing, that an extension of time of up to twenty (20) additional business days is necessary, along with the specific reasons for which the extension is necessary.

6. If the Assistant Superintendent denies access to the requested documents, the requesting party may petition the Superintendent of Schools for review. The Superintendent shall make his/her final determination within ten (10) business days after submission of the petition to review the decision of the Assistant Superintendent. If the requesting party is dissatisfied with the Superintendent's determination, the party may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903, or the Providence County Superior Court.

First Reading:	October 26, 2004
Second Reading:	November 9, 2004
Adopted:	Johnston School Committee November 9, 2004