

POLICY
RHODE ISLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES

ACCESS TO PUBLIC RECORDS (APRA)

Purpose

The purpose of this policy is to facilitate compliance with RI General Law with regards to access to public records. The School for the Deaf is committed to providing the public with public records in an efficient and courteous manner.

Implementation

Pursuant to *Rhode Island General Laws § 38-2-3(d)*, the Rhode Island School for the Deaf (the “School”) has adopted the following procedure to help individuals or agencies to obtain public records:

1. The designated public records officer for the School is Mr. **Ryan McNamara**. The contact information for this public records officer is as follows:

Ryan McNamara
Rhode Island School for the Deaf
One Corliss Park
Providence, RI 02908
PHONE: 401-222-3525
FAX: 401-243-1025

Normal business hours for the School are 8:00 a.m. to 4:00 p.m., Monday – Friday.

2. In order to submit a request to inspect and/or to obtain copies of public records maintained by the School, we request that requester complete the Request for Records form below or otherwise provide a written request for records that clearly identifies the records being sought and states that the request is made pursuant to the Access to Public Records Act. It is not required to make the request for public records on the form below if the request is otherwise readily identifiable as a request for public records. A written request is not necessary to obtain documents available pursuant to *R.I. Gen. Laws 42-35-2* or to obtain other documents prepared for or readily available to the public, but it helps us to ensure that the requester get exactly what is needed.
3. Requests to inspect public records can be mailed, e-mailed or submitted in person to this School at One Corliss Park, Providence, RI 02908. Please direct all public records requests to Ryan McNamara.

4. There are times when the public records that being sought are not available at the time of the request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond to public records requests and may extend the time to respond by twenty (20) business days for good cause in accordance with *R.I. Gen. Laws § 38-2-3*.
5. If the School, after review of the request, determines that some or all of the records responsive to the request are exempt from disclosure for one or more reasons set forth in *R.I. Gen. Laws § 38-2-2*, the School reserves its right to claim such exemption(s).
6. If the requester feels that he/she has been denied access to public records, they have the right to file an appeal with the Attorney General. If still not satisfied, a lawsuit may be filed in Superior Court.
See RI General Law 38-2-8.
7. **Fees**
Black and white copies/print-outs are \$0.10 per page for single and double-sided when electronic records are not available. Materials that are not susceptible to ordinary means of reproduction may be assessed the actual cost of reproduction.

First Reading: March 13, 2019

Second Reading: April 10, 2019

Final Reading: May 9, 2019

Rhode Island School for the Deaf

One Corliss Park

Providence, RI 02908

Phone: (401) 222-3525

Videophone: (401) 216-8425

Fax: (401) 243-1025

**RHODE ISLAND ACCESS TO PUBLIC RECORDS ACT
REQUEST FOR RECORDS**

Date: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Specific Requested Records: _____

Signature _____