



OFFICE OF THE SUPERINTENDENT

100 North Brayton Road
Tiverton, RI 02878
tivertonschools.org

Amy Donnelly Roche
Assistant Superintendent
adonnelyroche@tivertonschools.org

PUBLIC RECORDS REQUEST GUIDELINES TIVERTON PUBLIC SCHOOLS

The Tiverton Public Schools is committed to ensuring open and transparent access to our records. Consistent with the Access to Public Records Act (“APRA”), R.I. Gen. Laws §38-2-1, et. seq., and to facilitate access in an expeditious and courteous manner, the Tiverton Public Schools has instituted the following procedures for the public to obtain public records maintained by this Office.

1. Requests for records must be made in writing, except as provided in paragraph 3, and sent to the Superintendent’s Office, which is the Unit within the Tiverton Public Schools designated to respond to requests. APRA Requests may be submitted in any of the following manners:
 - **Mailed** to: Tiverton Public Schools, Attn: Superintendent’s Office, 100 N. Brayton Road (Rear), Tiverton, RI 02878.
 - **Hand-delivered** during business hours to the Superintendent’s Office, Central Office desk (100 N. Brayton Road (Rear), Tiverton, RI 02878 and addressed to the Superintendent’s Office (APRA). The regular business hours of the Office are 8:00 am to 3:30 pm.
 - **Emailed** to: apra@tivertonschools.org.
2. A request form is appended for your convenience and is also available on our website: www.tivertonschools.org. You are not required to use our request form, to provide identifying information, or to provide the reason you seek the records. If you do not provide any identifying or contact information, a response to your request will be available no later than 10 business days following your request at the Central Office desk (100 N. Brayton Road (Rear) during normal business hours (8:00 am to 3:30 pm).
3. Please be advised that the APRA allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for “good cause”. These times may be tolled pending a request for prepayment or clarification. We appreciate your understanding and patience.
4. If the requesting party wishes to make or receive copies of public records, he or she shall be charged \$.15 per page for photocopies of written documents which will be copied on common business or legal-sized paper. If said written documents are unable to be copied 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 or 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 Superintendent of Schools and/or his/her designee shall provide an estimate of said costs, including an itemization of the search/retrieval costs. Said costs shall be prepaid.
5. If you feel that you have been denied access to public records, you have the right to file a review petition with the Tiverton Public Schools. Any withholding or redaction of records constitutes a denial, as does a response from our Office that we do not maintain any records responsive to your request. You may submit a review petition in the same manner as your original request. You may also file a lawsuit in Superior Court.
6. If you have any questions regarding submitting an APRA request, you may email: apra@tivertonschools.org or contact us at (401) 624-8475. Additional materials regarding the APRA can be found at: <http://www.riag.ri.gov> (then proceed to the link entitle “Access to Public Records Act and Open Meetings Act”).

Peter Sanchioni, Ph.D.
Superintendent
psanchioni@tivertonschools.org



Phone (401) 624-8475
Fax (401) 624-4086

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ACCESS TO PUBLIC RECORDS ACT REQUEST FORM

Date: _____

Name (optional): _____

Address (optional): _____

Telephone (optional): _____

Email Address (optional): _____

Requested Records: _____

Preferred Format of Response _____

Forward this Document to the Superintendent's Office, Central Office desk

Note: you are not required to provide identifying information or the reason you seek the records. If you do not provide any identifying or contact information, a response to your request will be available no later than 10 business days following your request at the Central Office desk (100 N. Brayton Road (Rear)) during normal business hours (8:00 am to 3:30 pm).

The Tiverton School Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations.