



BRISTOL WARREN REGIONAL SCHOOL DISTRICT

235 HIGH STREET, 2nd FLOOR, BRISTOL RI 02809

WWW.BWRSD.ORG (401) 253-4000

ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Under Rhode Island General Laws § 38-2-3(d), the Bristol Warren Regional School District has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Bristol Warren Regional School District:

Office of the Superintendent

Kathryn Brown

Executive Assistant to the Superintendent

235 High Street, 2nd Floor

Bristol, RI 02809

Phone: 401-253-4000, Ext. 5103

Business Hours: 8:00 AM to 4:00 PM, Monday through Friday.

2. To request, to inspect, or to obtain copies of documents maintained by the Bristol Warren Regional School District, the district requests that you complete the request form or otherwise provide a written request for records that identifies the records you seek, and state that your request is made under 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 under 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 emailed, mailed via USPS, or dropped off at the Bristol Warren Regional School District, 235 High Street, 2nd Floor, Bristol, RI 02809, and directed to the Superintendent's Office. To make a public records request by fax, please contact the Superintendent's Office.

4. A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval. For the purposes of this subsection, multiple requests from any person or entity to the same public body within a thirty (30) day time period shall be considered one request.

5. Copies of this form are available on the Bristol Warren Regional School District's website on the School Committee homepage: www.bwrsd.org/school-committee/home (APRA Request Form and Instructions)

6. 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).

7. If after review of your request, the Bristol Warren Regional School District determines that the requested records are exempt from disclosure for a reason outlined in RI General Laws 38-2-, the district reserves its right to claim such exemption.

8. 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.

9. The Bristol Warren Regional School District is committed to providing you with public records expeditiously and courteously.

FILE: KDB – E1

Adopted: April, 2004

Revised January 27, 2025



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**PUBLIC RECORDS REQUEST FORM
UNDER THE R.I. ACCESS TO PUBLIC RECORDS ACT**

Date:			
Name:			
Address:			
Telephone #:		Email:	
Requested Records:			
Please indicate the format in which you would like to receive documents:		Paper (will be picked up): <input type="radio"/>	Fax: <input type="radio"/>
		Paper (via USPS mail): <input type="radio"/>	Email: <input type="radio"/>
<p><i>Sometimes, when you make a request, the public records you seek are unavailable. Please be aware that a public body has ten (10) business days under the Access to Public Records Act to respond. If there is "good cause," the public body may extend this period to twenty (20) business days (a total of thirty (30) business days). The Bristol Warren Regional School District retains the authority to assert an exemption if, following examination of your request, it finds that the data are exempt from disclosure for a cause specified in RI General Laws 38-2-2.</i></p>			
OFFICE USE			
REQUEST#:	DATE RECEIVED:	10 BUSINESS DAYS EXPIRE ON:	
DATE AVAILABLE:	OFFICE OF DOCUMENT CUSTODIAN:	LOCATION:	
COST FOR DUPLICATION:	COST FOR DOCUMENT SEARCH & RETRIEVAL:	COST FOR POSTAGE:	TOTAL COST:

Please submit APRA requests to: kathryn.brown@bwrso.org

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