



**BRISTOL WARREN REGIONAL SCHOOL DISTRICT**  
**HUGH COLE ELEMENTARY CENTRAL ADMIN SUITE**  
**50 ASYLUM ROAD, WARREN, RI 02885**  
**WWW.BWRSD.ORG (401) 253-4000**

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**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  
Bristol Warren Regional School District  
50 Asylum Road  
Hugh Cole - Central Admin Suite  
Warren, RI 02885  
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, 50 Asylum Road, Hugh Cole - Central Admin Suite, Warren, RI 02885, and directed to the Superintendent's Office. To make a public records request by fax, please contact the Superintendent's Office.

4. 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](http://www.bwrsd.org/school-committee/home) (APRA Request Form and Instructions)

5. 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).

6. 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.

7. 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.

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

FILE: KBA – E1  
Adopted: April, 2004  
Revised: September 9, 2024  
June 4, 2026



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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): Paper (via USPS mail):	Fax: Email:
<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>			
<b>OFFICE USE</b>			
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](mailto:kathryn.brown@bwrso.org)

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