

TOWN OF LINCOLN PUBLIC SCHOOLS ACCESS TO PUBLIC RECORDS REQUEST PROCEDURE

Pursuant to Rhode Island General Laws § 38-2-3(d), the Town of Lincoln Public Schools has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Lincoln Public Schools is the Superintendent of Schools. The contact for obtaining public records is the Public Records Officer located at the:

Superintendent's Office
Lincoln Public Schools
1624 Lonsdale Avenue
Lincoln, RI 02865
(401) 721-3313

Normal business hours for the School Department are 8:30 am to 4:00 PM Monday – Friday, excepting holidays.

2. In order to request to inspect and/or to obtain copies of documents maintained by the Lincoln Public Schools, the Lincoln Public Schools requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the R.I. 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 pursuant to R.I. General Law 42-35-2 or other documents prepared for or readily available to the public.

3. Requests to inspect public records can be mailed or dropped off at the Superintendent's Office, Lincoln Public Schools, 1624 Lonsdale Avenue, Lincoln, RI 02865. **E-mail requests cannot be accepted.** To make a public records request by fax, please contact the Superintendent's Office.

4. Additional copies of this form are available on the School Department's website found at www.lincolnps.org under school committee/policies.

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 R.I. 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 Town of Lincoln Public Schools determines that the requested records are exempt from disclosure for a reason set forth in R.I. General Laws 38-2-2(4)(i)(A) – (Y), the School Department 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 R.I. General Law 38-2-8.

8. The Lincoln Public Schools is committed to providing you with public records in an expeditious and courteous manner.