

ACCESS TO PUBLIC RECORDS POLICY

RISE Prep Mayoral Academy adheres to the Access to Public Records Act, R.I. Gen. Laws § 38-2-1, et. seq., and has instituted the following procedures for the public to obtain public records. For purposes of this policy, RISE Prep will be treated as a public body.

1. To request records by telephone please call (401) 765-5127 to speak to the public records officers Kat Waller and Rosalind DaCruz. Requests for records that were not prepared for public distribution must be submitted in writing, by facsimile or e-mail. Records prepared for public distribution means records that RISE Prep prepared for a principal reason of informing the public of RISE Prep and its activities, objectives, or achievements and distributed to members of the public without being requested to do so.
2. RISE Prep is located at 30 Cumberland Street, Woonsocket, RI. 02895. Regular business hours are 8:10 a.m. to 5:00 p.m. Requests left at the office should be addressed to Ms. Waller or Ms. DaCruz.
3. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons. Providing such information, however, may assist RISE Prep in identifying the records being sought and supplying them to you.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form located at the front desk, or on our website <http://www.riseprepri.org> or otherwise submit your request in writing.
5. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for “good cause.” We appreciate your understanding and patience when we cannot immediately fulfill your request.
6. RISE Prep may charge a fee of fifteen cents (\$.15) per page for copies and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please take note that for purposes of search and retrieval costs, multiple requests made by you within a thirty- (30-) day period will be considered one (1) request.
7. RISE Prep is not obligated to produce for inspection or copying of records that are not in its possession. Also, RISE Prep is not required to reorganize, consolidate, or compile data that it does not maintain in the form requested.
8. RISE Prep is committed to providing you with public records in an expeditious and courteous manner.

PUBLIC RECORDS REQUEST FORM

Date: _____ Request Number: _____

Name (optional): _____

Address: (optional): _____

Requested Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Number: _____

Date Received: _____ Time Received: _____

Records available on: _____ Mail _____ Pickup _____ Email _____

Records Provided: _____ Costs: _____

Copies Search/Retrieval

Total Costs:

Forward this document to:

APRA Requests

apra@riseprepri.org

401-765-5127

30 Cumberland Street Woonsocket, RI. 02895

Public Records Request Receipt

Request No. _____

If you desire to pick up the records, they will be available on _____ at the front desk. If, after review of your request, we determine that requested records are exempt from disclosure, RISE Prep will notify you of the reason your request is not being fulfilled.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, records requested and request number.

Thank you.