

Bristol Warren Regional School District
PUBLIC RECORDS REQUEST

- 1 . The regular business hours of District Administration are 8:00 a.m. to 4:00 p.m.
2. The District may ask you for identification, or for the reason for your request, as its regular course of business. However, 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.
3. 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 and make your request as specific as possible.
4. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond. We appreciate your understanding and patience.
5. If you feel that you have been denied access to public records, you may petition the Superintendent for a review of the determination. You then have the right to file a Complaint with the Attorney General.
6. Costs. The Access to Public Records Act allows a citizen the opportunity to inspect and/or to copy public records. The cost per copied page of written public documents will be \$.15 for documents copyable on common business or legal size paper. You may elect to obtain public records in any and all media in which we are capable of providing them. The Access to Public Records Act permits a charge for search and retrieval of documents not to exceed fifteen (\$15.00) per hour, with no charge for the first hour. If your request requires a charge to be assessed, we will provide you with an estimate. This estimate will be provided to you prior to your receiving said records. Upon a request, we will provide a detailed itemization of the costs charged for search and retrieval.
7. Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data.