



Village Green Charter School

Public Records Request Policy

Approved by the Board of Trustees; August 2015

Rhode Island charter schools are subject to the Access to Public Records Request Act, R.I.G.L. § 38-2-1 *et seq.* Accordingly, the Rhode Island League of Charter School has drafted the following "Access to Public Records Request Policy" to provide guidance to Rhode Island's charter schools.

VILLAGE GREEN VIRTUAL ACCESS TO PUBLIC RECORDS REQUEST POLICY

Village Green Virtual Charter School has instituted the following policy and procedures for obtaining public records pursuant to R.I.G.L. § 38-2-1 and asks that the public employ such procedures when seeking public records from Village Green Virtual Charter School. Please note that while R.I.G.L. § 38-2-1 does not require that a public records request be in writing, a written request greatly assists Village Green Virtual Charter School in more efficiently identifying and providing the sought records.

Public Records Request Process:

1. Submit a public records request specifying the public records sought. (See attached "Public Records Request Form")
2. Mail, email, or fax request to Village Green Virtual Charter School's APRA Agent as listed below.
3. Village Green Virtual Charter School will respond to your request within 10 business days or provide you notice of need for additional time in order to fulfill your request.
4. Village Green Virtual Charter School will fulfill your request, to the extent possible, invoicing costs for retrieval of such records, excluding the first hour of work, and will charge \$0.15 per page for hard copies of public records provided.
5. Village Green Virtual Charter School may determine that the requested records are exempt from disclosure for a reason set forth in R.I.G.L § 38-2-2(4)(i)(A) – (Y).
6. You may file an appeal with the Attorney General if you feel that you have been improperly denied access to public records. If you still feel you have been denied access to public records, you may file a lawsuit in Superior Court.

Village Green Virtual Charter School Designated APRA Agent:

Rochelle Baker, Head of School
Village Green Virtual Charter School
135 Weybosset Street
Providence, RI 02903
Phone: 401-831-2878
Fax: 401-633-6199
Email: rbaker@vgcs.org

Public Records Request Guidelines:

A public records request should sufficiently detail the information you are seeking under the Access to Public Records Act. You are not, however, required to state why you are seeking the information or to provide any personal information about yourself.

If you know the specific date or date range of the document, include it in your request as the detail will help Village Green Virtual Charter School locate your documents and will result in you spending less on retrieval fees. Additionally, if you have a preferred manner of receiving the information such as fax, hard copy, or e-mail you should specify as such in your request. If it is not unduly burdensome, Village Green Virtual Charter School will fulfill your request in the media of your choice. Also be sure to include the necessary contact information for Village Green Virtual Charter School to respond.

As a best practice, it is advisable to make a copy of your letter and keep it in a safe place. A copy of your original signed letter will be helpful to supporting your claims in the instances that you need to file an appeal or reference your request.