

GUIDELINES FOR PUBLIC RECORDS REQUEST FOR UXBRIDGE PUBLIC SCHOOLS

Records Access Officer (RAO): Kevin M. Carney
Title: Superintendent of Schools
Agency: Uxbridge Public Schools
Mailing Address: Town of Uxbridge
21 South Main Street
Uxbridge, MA 01569
Telephone: (508) 278-8648 extension 102
Email: kcarney@uxbridge.k12.ma.us

Making a Request:

- A request can be made to the Records Access Officer as follows: hand delivery; first class mail; or email.
- Provide your name, mailing address, telephone number and email in your request.
- The records request must be reasonably described.

Fees: The RAO can waive or reduce fees if the request serves the public interest and is not primarily for commercial purposes; or if the requestor does not have the financial ability to pay the full fee.

- Copies are: .05 per page, for black and white, either single or double-sided.
- Employee Time: If the employee time exceeds 2 hours (search, retrieval, segregation, redaction and production), the hourly rate of the lowest paid employee that can perform the task may be included.

Within 10 business days after the RAO receives your request, you will receive a response in writing. This response could include the information you requested, an estimated fee to complete your request, or an explanation that the RAO cannot comply within the 10 days deadline.

Types of Records that the Uxbridge Public Schools Maintain

Financial Records/Grants
Annual Reports
Minutes of Open Meetings
Service Contracts/Bids

Records/Documents that can be found on our school website (www.uxbridgeschools.com):

- a. Final opinions, decisions, orders, or votes from agency proceedings
- b. Annual reports
- c. Notices of regulations proposed under chapter 30A
- d. Notices of hearings
- e. Winning bids for public contracts
- f. Awards of federal, state and municipal government grants
- g. Minutes of open meetings
- h. Agency budgets