

SCITUATE PUBLIC SCHOOLS

William E. Burkhead, Superintendent of Schools
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Administration Office
606 Chief Justice Cushing Highway
Scituate, MA 02066
(781) 545-8759 ext. 23311

PUBLIC RECORDS REQUEST

Date of Request: _____ Time of Request: _____

Name: _____

Company/Organization: _____

Address: _____

Phone #: _____ Email: _____

Description of Specific Records Requested:

How do you wish to receive the records? Electronically Photocopies

Policy: Scituate Public Schools shall comply with a request within 10 business days. If charges for searching and copying are expected to exceed \$10, the business office will prepare a written, good faith quote/cost estimate.

Charges for photocopies shall be \$0.05 cents per page, in addition to postage.

Fees for search time and document preparation shall be prorated based on the hourly rate of the lowest paid employee capable of performing the task not to exceed \$25/hr.

Request that can be filled in less than one half hour shall be exempt from this policy.

For internal use only:

Received by: _____ Date: _____

Sent to: _____ Date: _____

Disposition: Located _____ Not Located _____ Research Time: _____

Fees Charged:

Photocopies .05 per page: # of pages _____ Subtotal: _____

Postage: _____ Subtotal: _____

Employee Fees: # of hours _____ Hourly Rate: \$ _____ Subtotal: _____

Checks payable to the Town of Scituate Total Cost: _____

Request Fulfilled on: _____ By: _____

Comments:

NOTE: Attach a copy of the response letter sent to requestor and document in log.