



Scituate Public Schools

Administrative Office: 606 Chief Justice Cushing Highway, Scituate, MA 02066 781-545-8759

William E. Burkhead
Superintendent of Schools

PUBLIC RECORDS REQUEST

Date of Request: _____ Time of Request: _____

Name:

Company/Organization:

Address:

Phone #: _____ Email: _____

Description of Specific Records Requested:

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. Records will generally be provided in electronic format barring an exception. 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.

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

Scituate Public Schools have a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, homeless status or disability are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.