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## **RECORDS REQUEST FORM**

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\*The Central Records Office operates from 8:30am – 4:00pm Monday through Friday. We are closed on weekends and holidays. Please allow 10 days for your request to be completed. Send a check or money order of \$5.00 fee per transaction on official To make a request please send via email CRO@ppsd.org or via fax. 401-278-2878.