

RP [signature] DRE



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Robert Plamondon, *Chairman*
Gregory W. Barnes,
Town Administrator

Maureen A. Denig, *Vice-Chairman*

David R. Chenelle, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

DATE: August 14, 2006

TO: All Department Heads, Committees, Boards, and Commissions

FROM: Gregory W. Barnes
Gregory W. Barnes, Town Administrator

RE: **PUBLIC RECORDS POLICY**

The following represents a public records policy that the Board of Selectmen promulgated for public records requests made to Town Departments.

- 1) This policy supplements, by in no way is met to contradict or supercede the Massachusetts Public Records Law, MGL Chapter 4, Section 7(26) and MGL Chapter 66, Section 10.
- 2) If a department is not the custodian of the records that are being requested, then the department should direct the requestor to the appropriate department.
- 3) Public records requests may be made verbally, in person, or in writing; telephone requests are not acceptable. All requestors should be encouraged to put the request in writing. However, verbal requests are acceptable provided that the request is made in person.
- 4) Each department is required to keep a log book of public records requests, whether made verbally or in writing, noting the date and time when the request is received, the name and contact info of who made the request, and the documents requested.
- 5) In accordance with Massachusetts Public Records Law, the responding department must respond in writing within ten (10) calendar days of the request by doing one of the following: providing the requested documents; indicating that the requested documents will be provided by a date certain; or indicating that the requested documents will not be provided with explanation of why the documents are not public. Denials should only be made after consultation with the Town Administrator.
- 6) In accordance with Massachusetts Public Records Law, a requestor has the right to inspect and examine available public records under the supervision of the custodian and need not be furnished with copies of the public records, unless so requested
- 7) In accordance with Massachusetts Public Records Law, a department may charge for copies of public records as well as the time spent to produce the requested documents. Departments should provide an estimate to the requestor of what the cost will be before the work is done. This estimate must be in writing for any requests estimated to cost in excess of ten dollars (\$10.00).

- 8) All documents, prior to being provided under a public records request, must be redacted to exclude any personal information of town employees considered by the Massachusetts Public Records Law to be private, including individual dates of birth, social security numbers or age.

Should you have any questions or concerns, please do not hesitate to contact me.