

## **Public Records Requests**

### **Records Access Officer (RAO)**

In accordance with the amended state public records law, Chapter 121 of the Acts of 2016, the Blue Hills Regional Technical School District has designated Ms. Michelle Resendes, Business Manager, as the person responsible for responding to public records requests.

Ms. Resendes may be contacted at 781-828-5800 or via email at: [mresendes@bluehills.org](mailto:mresendes@bluehills.org)

Ms. Pam Donnellan has been designated as the Alternate Records Access Officer and may be contacted by email at [pdonnellan@bluehills.org](mailto:pdonnellan@bluehills.org) or by visiting the school's Central Administrative Offices

The Blue Hills Regional Technical Schools Central Administrative Offices are located at 800 Randolph Street, Canton, Massachusetts.

The duties of the Records Access Officer are established by statute and include:

- Coordinating Blue Hills Regional Technical School District's response to public records requests;
- Assisting individuals who seek records to identify the records sought;
- Assisting the custodian of records to preserve public records in accordance with the law;
- Preparing, posting online and periodically updating guidelines to enable the public to make informed public records requests; and documenting, in compliance with c. 66 § 6A(e), specific information about each request made for public records.

Please contact the Records Access Officer in writing regarding public records requests for documents pursuant to A Guide to the Massachusetts Public Records Law, as published by William Francis Galvin, Secretary of the Commonwealth. ([www.sec.state.ma.us/pre/prepdf/guide.pdf](http://www.sec.state.ma.us/pre/prepdf/guide.pdf))

Records will generally be provided in electronic format within 10 business days barring an exception. In this case the Records Access Officer will contact the requestor with an explanation for the delay and a good faith estimate of any fees that may be charged for the production of the records and a reasonable timeframe for when the records will be provided, which generally will not exceed 25 business days from the initial request.

### **Requesting Public Records**

You may make a records request in a variety of forms

1. Via email to the email address listed above
2. In person orally
3. In person in writing
4. By mail in writing
5. By facsimile 781-828-0794 (not preferred)
6. Telephone request will **not** be accepted by Blue Hills Regional Technical High School

Records requested other than in person should provide Blue Hills Regional Technical High School with a contact phone number or email so the RAO may confirm the receipt of and the date of the records request.

*From a Guide to Massachusetts Public Records Law:* “A written request is not required but is strongly recommended. An oral request made in person is permitted. An RAO is not permitted to require a written request, but may write an oral request on its own form to assist in prompt response.”

We ask that your records request be as specific as possible and include the time period for which you are requesting a record. Document titles (if known) or a brief description of the information requested. Anyone who orally requests a record will be provided with a written document outlining the district’s understanding of the request.

Blue Hills Regionals Records Access Officer may, when appropriate, suggest a reasonable modification of the scope of the request or offer to assist the requester to modify the scope of the request if doing so would enable the agency or municipality to produce records sought more efficiently and affordably.

Blue Hills Regional Technical School district will not create records that do not currently exist to meet a records request. The district will however, provide any records that exist and contain the information requested.

The Blue Hills Regional a Records Access Officer may not require the requester to specify the purpose for a request except:

- When the requested records concern information, which may be exempt from disclosure pursuant to M.G.L. c. 4, §7(26)(n);
- To determine whether the records are requested for a commercial purpose; or
- To determine whether to grant a request for a fee waiver.

All responses will be in an electronic format unless otherwise requested.

**A records request shall include when possible:**

Name of requester

Location to where the records should be sent or email address

Date of request

Reasonable description of the document including if known document category and document title

Dates covered by the request

Form the documents are requested in (i.e. electronic (PDF) or paper)

**Categories of Public Records**

Categories of public records held by the district include but are not limited to:

Minutes of public meetings

Meeting postings

Hearing notices  
District policies  
Financial reports  
Salary and earnings reports  
Purchasing reports  
Bid solicitations and awards  
Vendor reports  
Budget documents  
Federal state and local grant awards  
Facilities records (i.e. IPM or AHERA)  
Documents the district is required to retain by law or regulation

### **Denial of Request by Records Access Officer**

The Blue Hills Regional Records Access Officer shall provide written notice by first class mail or electronic mail to a requester of any denial of access to records.

The Blue Hills Regional Records Access Officer shall provide such written notice of denial of access within ten business days of its receipt of a request for public records in accordance with 950 CMR 32.06(2)(b).

The written notice of denial shall include:

1. The date of the request;
2. Identification of any records sought that are not within the possession, custody, or control of the agency or municipality the Records Access Officer serves;
3. Identification of the agency or municipality that may be in possession, custody or control of the public record sought, if known to the Records Access Officer;
4. Identification of any records, categories of records or portions of records that the agency or municipality intends to withhold;
5. Identification of any specific exemption to the Public Records Law or common law privilege that applies to the withhold record or records;
6. Identification of the applicability of each cited exemption or privilege to each portion of the withheld record or records;
7. Identification of any portions of responsive records that the agency or municipality intends to produce; and
8. A statement informing the requester of the right of administrative appeal to the Supervisor under 950 CMR 32.08(1) and the right to seek judicial review of an unfavorable decision by commencing a civil action in the superior court.

Where a record has been withheld based on a claim of the attorney-client privilege the Records Access Officer shall provide in its written denial a detailed description of the record, including the names of the author and recipients, and in general terms, the subject matter of the withheld information.