

PUBLIC RECORDS REQUESTS

On June 3, 2016, the Massachusetts State Legislature enacted "An Act to Improve Public Records", Chapter 121 of the Acts of 2016. The Selectboard appointed the Town Clerk as the Records Access Officer (RAO), and the Town Administrator as the Assistant Records Access Officer for the Town of Southamptton. He/she is charged with assisting public records requestors, as well as working with record custodians in each department, in maintaining records and explaining the request and response process.

Please note that the Town of Southamptton maintains records relating to town government only. Public records pertaining to Police, Fire/EMS, and School Departments can be requested by contacting the following:

Department:	Records Access Officer:	Email:	Phone:
Town	Janine Domina	townclerk@townofsouthampton.org	413-527-8392
Police	Lieutenant Ian Illingsworth	ltillingsworth@southamptonpolice.com	413-527-1120
Fire/EMS	Chief Workman Robert Moore	firechief@townofsouthampton.org EMS@townofsouthampton.org	413-527-1700
School	Craig Jurgensen Bobby Jones	cjurgensen@hr-k12.org bjones@hr-k12.org	413-527-7200

For more information on the new state law and requesting public records in Massachusetts, please **click here** www.sec.state.ma.us/pre/prenotice.htm

Submitting a request:

To request records maintained by the Town, please submit a Records Request by **clicking here** townclerk@townofsouthampton.org To ensure that we process your request as efficiently as possible, please be sure to provide the following information:

- Your name, address, email address, and telephone number
- A reasonable description of the record(s) sought, containing specific dates and supporting information which will allow the Town to identify and locate the record(s)

In response to a request, the Record Access Officer (RAO) will:

- Provide an initial response within ten (10) business days indicating receipt of the request
 - Approve or deny the request, detailing any reason(s) for denial
- The RAO has up to twenty (25) business days from the date of the initial request to provide the requested records; the requestor can agree to more time.

Fees for processing records requests:

- 05¢ per page.
- A maximum of \$25 per hour for employee time needed to perform the work (as Southamptton is under 20,000 in population)
- All fees are billed **prior** to the release of any records requested.

For more information:

Janine Domina, Town Clerk, Records Access Officer

Email: townclerk@townofsouthampton.org

Phone: 413-527-8392