



## Contact Information

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Michael Knight  
Records Access Officer  
School Business Administrator  
[mknight@gltech.org](mailto:mknight@gltech.org)  
978-441-4900

## RECORDS ACCESS OFFICER (RAO)

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In accordance with the amended state public records law, Chapter 121 of the Acts of 2016, the Greater Lowell Technical High School District has designated Michael Knight, School Business Administrator, as the person responsible for responding to public records requests. Mr. Knight may be contacted at 978-441-4900 or via email at: [mknight@gltech.org](mailto:mknight@gltech.org). Greater Lowell Technical High School Administrative Offices are located at Greater Lowell Technical High School, 250 Pawtucket Blvd., Tyngsboro, Massachusetts.

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

- Coordinate the agency's or municipality's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Assist the custodian of records in preserving public records; and
- Prepare guidelines that enable requestors to make informed requests.

### How to Request a Public Record

- Public records requests can be made in person orally or in writing.
- Requests shall include a reasonable description of the requested record
- Written requests may be delivered to the business address, in person, by mail, fax or email.
- A Records Access Officer (RAO) may suggest a reasonable modification of scope of the request if doing so would produce records more efficiently and more affordably
- If you prefer to submit a request by mail or in person, a form can be completed, printed and submitted by mail, email, and fax or in person. You are not required to complete a form.

### Response to Requests

- The RAO, if applicable, shall provide a written response within 10 business days following the receipt of request.
- The RAO may request a reasonable extension and shall identify a reasonable timeframe in that exemption, if the requestor agrees.
- Denial- If a denial is in order the RAO must provide written notice to requestor within ten business days of receipt of request.

### Fees

- A RAO may assess a reasonable fee for the production of a public record unless that record is readily available for public inspection.
- Estimated fees shall be itemized in writing.
- A RAO may delay records until all fees are received.
- If you have questions or concerns regarding a public record request, please call or send an email to Records Access Officer.

**Important Note:** If your records request is specifically seeking student records, past or present, they are considered confidential records and are exempt from a public records request. In order to further pursue your request, you should contact the School Counseling Department at 978-441-4952.