

To: Tim Carroll, Executive Secretary

Date: December 7, 2016

RE: New Public Records Law – Appointments of Record Access Officers (RAOs)

Please find below information, recommendations and questions associated with the implementation of the new Public Records Law that should be addressed with the Board of Selectmen at their upcoming meeting on December 20, 2016.

As you are, “An Act to Improve Public Records”, Chapter 121 of the Acts of 2016 made significant changes to the Public Records Law that will **take effect on January 1, 2017**. The Supervisor of Records has promulgated regulations to implement the new law which further requires the Town to establish guidelines to assist requestors in making informed requests and post such **guidelines on the municipal website by July 1, 2017**.

The Public Records Law creates a **new position called the Records Access Officer (RAO)**. Regulations define the RAO as a governmental officer or employee within the municipality designated to perform duties described in 950 CMR 32 including coordinating a response to request for access to public records, assisting individuals seeking public records in identifying the records requested, assisting the custodian in preserving and managing public records, and preparing guidelines that enable requestors to make informed requests.

In order to satisfy the new law most efficiently, with minimal impact, we have discussed appointing two **Super RAOs in addition to each department head being appointed as an RAO**, effectively keeping the process and burden similar to how requests are currently handled. See the attached listing of **Board of Selectmen appointments** as discussed.

Tracking of requests will be required in order to minimize potential violations that would come with costly penalties to the town.

A training session , will be held for all Super RAOs and RAOs on December to familiarize them with the changes to the Public Records Law, its impact on the Town and review on how to track the requests.

Attached please find the following that may be helpful:

- (1) Top ten practical & policy issues – *please review in preparation for implementation of the new law*
- (2) New Public Records Law eUpdate
- (3) Sample appointment letter

Super RAO's

- Tim Carroll, Executive Secretary
- Jennifer Christy, Town Clerk

RAO's – all department heads

- Ellen Biskis, Town Accountant
- Leonard Jason, Jr., Building Inspector
- Melanie Becker, Treasurer

- Chuck Hodgkinson, Conservation Agent/Conservation Comm. Admin. Asst.
- Marina Lent, Board of Health
- Ebba Hierta, Library Director
- Jessica Bradlee, Tax Collector
- Isaiah , Shellfish Constable
- Dennis Jason, Harbormaster
- Brian Cioffi, Police Chief
- David Norton, Fire Chief
- Pam Bunker, Asst. Assessor
- Jennifer Christy, Planning & Human Resource Board Admin. Asst.
- Martina Mastromonaco, Beach Superintendent

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