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Equal Housing Opportunity

## **Guidelines for Making Public Records Requests**

### **I. Introduction**

As a public agency, Greenfield Housing Authority (GHA) is subject to the Massachusetts Public Records Law, M.G.L. c.66 §10 as defined in M.G.L. c.4 § 7(26).

The act states that “Every person having custody of any public record shall, at reasonable times and without unreasonable delay, permit it, or any segregable portion of a record which is an independent public record, to be inspected and examined by any person, under his supervision, and shall furnish one copy thereof upon payment of a reasonable fee.”

Simply put, GHA is required to release any public records when requested. These guidelines are intended to assist members of the public seeking access to public records in the custody of Greenfield Housing Authority.

Set forth below in these guidelines are:

1. the name and contact information for GHA’s Records Access Officer (RAO)
2. instructions for making a public records request; and
3. identification of categories of public records maintained by GHA which includes information on whether such records are available online at GHA’s website
4. the link to general information about Public Records Law Information on the Secretary of the Commonwealth’s website.

### **II. Name and Contact Information for the GHA Records Access Officer**

*RAO-Procurement Officer, Andi Guy*

[publicrecordsrequest@greenfieldhousing.org](mailto:publicrecordsrequest@greenfieldhousing.org)

1 Elm Terrace

Greenfield, MA 01301

(413) 774-2932

FAX (413) 772-0616

The Records Access Officer (RAO) is available to answer questions and help facilitate the making of public records requests. Contact information for the RAO is also posted on the GHA website at [www.greenfieldhousing.org](http://www.greenfieldhousing.org) and at the GHA offices at 1 Elm Terrace, Greenfield.

### **III. Instructions for Making a Public Records Request to GHA**

A request for public records that may be maintained by GHA should be made directly to the designated GHA Records Access Officer. All requests for public record should be made in writing by email or regular mail. Any person making an initial oral public records request to GHA will be asked to memorialize their request in writing and send it to the GHA Records Access Officer. All requests should include a scope of the documents requested, your name, firm, mailing and email addresses.

The GHA may charge a fee of five cents (\$0.05) per page depending on the size of the request. The fee is due at the time the records are produced. There may also be a fee for GHA staff time allocated if needed to answer the request.

If the request is lengthy, GHA may ask the requester for additional time to respond to the request.

### **IV. Documents Available on the GHA Website**

- Public Notices
- Open Meeting Minutes
- Budgets
- Procurements

The Greenfield Housing Authority website can be found at [www.greenfieldhousing.org](http://www.greenfieldhousing.org)

### **V. Public Records Law Information**

General information about the public records law and public records request is found in the Secretary of the Commonwealth's, "A Guide to the Massachusetts Public Records Law," January 2017 edition, found online at: [www.sec.state.ma.us/pre/prepdf/guide.pdf](http://www.sec.state.ma.us/pre/prepdf/guide.pdf)