

Massachusetts Public Records Law

Massachusetts General Law chapter 66

Guidelines for Public Records Requests:

- Requests must be made in writing or email and include the specific records being sought
- Electronic production of records will be issued when possible, unless otherwise requested by the requestor
- Fees for retrieving records:
 - Five cents per page on copying and/or printing costs
 - \$25 per hour for labor costs after the first 2 hours (labor includes searching, compiling, segregating, redacting and reproducing,)
- Within 10 days from the request, the district will provide an initial response which may include:
 - confirmation of receipt of request
 - timeframe in which records will be produced (will not exceed 25 days, except in extenuating circumstances and with approval of Supervisor of Records or if negotiated with requestor)
 - Itemized good faith estimate of fees
 - suggested reasonable modification of the scope of the request
 - production of some/all records requested; and/or
 - notice of intent not to furnish some/all records requested; and/or
 - notice of inability to furnish records within ten (10) business days
 - statement regarding the right to appeal any decisions

Requests for public records shall be sent to:

Nancy Lysik, HR & Finance

978-465-4456 x 2012

nlysik@newburyport.k12.ma.us

Or

Cathy Manning, Exec. Asst. to the Superintendent

978-465-4456 x 2006

cmanning@newburyport.k12.ma.us