

TOWN OF SOUTHBOROUGH



OFFICE OF THE BOARD OF SELECTMEN

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
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Public Records Access Policy

Adopted: January 17, 2017

Effective Date: January 1, 2017

Public Records Access Officers

The Public Records Access Officers for the Town of Southborough are the Town Administrator and/or Assistant Town Administrator. The Public Records Access Officers for the Town of Southborough School Department is the Assistant Superintendent of Schools.

The contact information is as follows for the Town of Southborough:

Mark Purple
Town Administrator
17 Common Street
Southborough, MA 01772-1662
Phone: 508-485-0710
Email: mpurple@southboroughma.com

Vanessa Hale
Assistant Town Administrator
17 Common Street
Southborough, MA 01772-1662
Phone: 508-485-0710
Email: vhale@southboroughma.com

The contact information is as follows for the Town of Southborough Public School District:

Gregory Martineau
Assistant Superintendent
53 Parkerville Road
Southborough, MA 01772-1662
Phone: 508-486-5115
Email: gmartineau@nsboro.k12.ma.us

Procedure

Requests for public records may be made orally in person or in writing via letter or email to any one of the Public Records Access Officers, or on the form available on the Town website. Public records requests will not be accepted by telephone. Town related inquiries should be directed to the Town's Records Access Officers. School related inquiries should be directed to the Public School District Access Officer.

Good Faith Customer Service

In an effort to provide expeditious customer service, simple and reasonable records requests may be accessible at the department level upon request. If a Town Department receives a records request, the respective department shall make an effort to fulfill the request if it's simple, reasonable and can be easily produced by the department as part of regular business work flow. If the request requires more than one-half hour of staff time to collect requested records the department shall notify the Records Access Officers of such request for direction.

Policies

The Public Records Access Officers shall determine if there are any fees associated with a request. There will be no charge for documents that can be provided in electronic format.

The Selectmen's Office will track and record all public record requests for any mandatory reporting purposes for town department requests. The Superintendent's Office will track and record all public record requests for any mandatory reporting purposes for school department requests.

All town and school staff should be familiar with the [exemptions](#) to the definition of "public records" contained in the Public Records Law.

Records Retention

The Town of Southborough and the School Department shall follow the [Secretary of State's Municipal Records Retention Manual](#) for guidelines to minimize records storage costs to the Town.

Helpful Resources

Massachusetts Public Records Law - <https://www.sec.state.ma.us/pre/prenotice.htm>

Public Records Law exemptions - <http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

Code of Massachusetts Regulation (CMR) 950 CMR 32 Office of the Secretary of the Commonwealth
<http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/cmr/900-999cmr/950cmr.html>

Municipal Records Retention Manual -
https://www.sec.state.ma.us/arc/arcpdf/Municipal_Retention_Schedule_20161109.pdf

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