

POLICY ON PUBLIC RECORDS

1. The School Committee shall designate by its vote the Superintendent to have custody of the school district's public records (Chapter 66, Section 10). The Superintendent will serve as the Records Access Officer (RAO). (Chapter 121, Acts of 2016)
2. Public records shall be those as defined in clause twenty-sixth section 7 of Chapter 4 as most recently amended.
3. Unless an exception applies or the request is unduly burdensome, the RAO must provide public records to a requestor in an electronic format unless the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format. If the public record request is available on a public website or any other appropriately indexed and searchable public website, the RAO may furnish the public record by providing reasonable assistance in locating the requested record on the public website. Additionally, the RAO is required to provide on a searchable website electronic copies of commonly requested records, including: annual reports, minutes of open meetings and school district budgets.
4. The RAO must permit inspection or furnish a copy of a requested public record within 10 business days following receipt of the request. The RAO may petition the Supervisor of records for an extension if he/she is unable to grant access to the requested public records in this time period.
5. The RAO may assess a reasonable fee for the production of a public record except those records that are freely available for public inspection. The fees charged shall be as follows:
 - a) Five cents for black and white paper copies or computer printouts of public records for both single and double sided sheets;
 - b) If a response to a public records request requires more than 4 hours of employee time, the RAO may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25 an hour, unless approved by the Supervisor of Records.
 - c) If a response to a public records request requires more than 2 hours of employee time, the RAO may assess a fee of the hourly rate of the lowest paid employee with skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25 an hour, unless approved by the Supervisor of Records.
6. This policy which includes a list of fees is to be posted in the Office of the Superintendent of the Wareham Public Schools. (Chapter 262, Section 46)

7. Upon request of the person paying a fee, a written receipt shall be provided specifying the amount of them and for what they respectively accrued. (Chapter 262, Section 18)
8. All fees received for inspection or copy of public records shall be turned over to the Town of Wareham by submitting same to its Treasurer. The Treasurer shall deposit same in the Town's General Fund Account.

Legal References: MGL Chapter 66, Section 10
MGL Chapter 262, Sections 18 & 46
Chapter 121 Acts of 2016

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